Chapter 4 - Accounts Payable Processing

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The Accounts Payable process of ADPICS prepares Voucher Payable documents so that payment can be made for goods or services received by the State. The generation of a payment is based on the completion of a matching process. See Section 9.11 Accounts Payable Document Matching for complete details.

The matching process requires that two or three documents be completed before payment can be made in R★STARS. A two-way document match (purchase order/invoice) is usually used for services. A three-way document match (purchaser order/invoice/receiver) is usually used for goods.

When a vendor’s invoice (bill) is received, the information is entered on the ADPICS Invoice Header Entry screen (PCHL1500). The invoice references the purchase order which established the encumbrance in R★STARS. The invoice checks the amount billed against the price negotiated as payment due for the goods/service. When the amounts are within the match type tolerance levels, and all required documents have been posted, a voucher is generated. When the amounts are not within the match type tolerance levels, a voucher cannot be generated unless exception processing is done. See Section 9.11 Accounts Payable Document Matching and Section 4.4 Exception Processing.

When the match process is complete, a voucher number is system generated. When posted, the voucher will liquidate the encumbrance in R★STARS that was established for the associated purchase order. It will also activate the generation of the warrant or EFT (electronic funds transfer) in R★STARS to pay for the goods or services received. For further information, see Section 12.1 What Interfaces to R★STARS.

4.1 INVOICE PROCESSING

When creating invoices, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section	
2	ADPICS Basics
3.5.7	Change a Posted Purchase Order
9	General Transaction Features
Appendix A	ADPICS Tables

When an invoice is received from a vendor, the information is entered on an ADPICS invoice data entry screen (PCHL1500). This data provides for one component of the two-way or three-way document match for goods or services received.

Purchase orders and direct purchase orders must include a Match Type Code. This code indicates whether a two-way or three-way document match or a two-way or three-way line item match is required to generate a voucher. Match Types include dollar amounts and/or percentage tolerance limits. See Section 9.11.2 Match Types and Their Tolerance Levels.

A two-way match is usually used for services, and a three-way match is usually used for goods. The two-way match requires a purchase order (or direct purchase order) and an invoice to be posted. The three-way match requires a purchase order (or direct purchase order), an invoice and a receiving report to be posted.

A voucher will be generated when the appropriate documents have been posted and meet the criteria established by the match type entered on the purchase order/direct purchase order. When the matching rules are not met, a voucher will not be generated. Exception processing may be done to override the matching criteria. Only users with proper security may do exception processing. See Section 4.4 Exception Processing.

When the system generated voucher is posted, it will result in an issued warrant or EFT.

- For additional match type information, see Section 9.11 Accounts Payable Document Matching
- For Voucher data entry, see Section 4.2 Voucher Processing

4.1.1 Invoice Header Data Entry

Entry of a vendor's invoice (bill for goods or services) is done on the Invoice Header Entry screen (PCHL1500). From the Main Menu (PCHL0000), select <F1> Accounts Payable Menu (PCHL1000), then select <F1> Invoice Header Entry (PCHL1500).

The Invoice Seq and Invoice Number fields on this screen are sometimes mixed up. The Invoice Seq is the ADPICS document number, which is system generated. The Invoice Number is the vendor's actual invoice number.

Data Entry Instructions:

Invoice Seq	Leave blank. When saved, an Invoice Sequence number (ID) will be system generated. Enter the Invoice Sequence when inquiring.
Doc Type	The system defaults to 'IV'
Voucher No	Leave blank. When saved, the system will display the first voucher number associated with this invoice, if there is one.
Invoice Number	Enter the invoice number from the vendor's invoice. If the vendor's invoice contains no number, or there is no paper invoice, follow procedures established by the agency for vendor invoice numbering.
Ivc Desc	Enter an invoice description. This description must be a minimum of four characters. It will default to the voucher, and print on the remittance advice.
Action Ind	Defaults to 'N' (not posted)
Interagy	Enter a 'Y' if the system should generate an interagency voucher, or an 'N' if the system should not generate an interagency voucher. If a 'Y' is entered, the system will generate a voucher ID for an interagency voucher.
Intf Type	Defaults to 'XX' (non-financial)
Ivc Date	Enter the invoice date from the vendor's invoice
Purchase Order No	Enter the Purchase Order ID associated with the invoice
Note Pad	The system displays 'N' because no notes are associated with a new invoice (will change to 'Y' if you add a note in the note pad, see

	Section 2.3 Note Pad)
Dte Ivc Rec	Enter the date the invoice was received
Dept	Defaults to the user's department number, based on User Security
PO Doc Bal	The system retrieves the remaining dollar amount associated with the purchase order entered
Property ID	Enter the Property ID for fixed asset identification, if the invoice is for a fixed asset (not used in Michigan)
Invoice Amt	The system calculates the amount of the invoice, based on the detail information entered
Vendor ID	When saved, the system retrieves the Vendor ID associated with the purchase order number entered. The user may enter a Vendor ID that is not the same as the purchase order vendor. The system will verify that the user is authorized to change the purchase order vendor on the invoice, based on User Security.
Vendor Name	When saved, the system retrieves the vendor's name based on the Vendor ID retrieved or entered
Mail Code	When saved, the system retrieves the vendor's mail code from the purchase order. If the user enters a different Vendor ID, the appropriate Mail Code must also be entered.
Match Type	When saved, the system retrieves the match type from the purchase order
Document Status	Will default to not posted (NOPT) for new invoices. If using inquiry, will default to current status.
City	When saved, the system retrieves the vendor's city
St	When saved, the system retrieves the vendor's state
Zip	When saved, the system retrieves the vendor's zip code
Ctry	When saved, the system retrieves the vendor's country
F.O.B. Point	When saved, the system retrieves the F.O.B. Point from the purchase

	order
Disc Terms	When saved, the system retrieves the Discount Terms from the purchase order
Reject Code	Leave blank when creating a new invoice. When rejecting an invoice, enter a valid Reject Code. If entered, the Reject Code must exist in Miscellaneous Table 69 (PCHL5750). See Appendix A for valid reject codes. See Section 4.1.6 Reject an Invoice.
Distribution Method	The accounting Distribution Method determines how to divide freight/other charges incurred after the purchase order was generated. Defaults to ‘D’ (divide to existing accounting classification(s) or ignore if freight/other charges do not exist). Change to ‘S’ if using a single account classification for the additional charges.
DMI	The Disbursement Method indicator is used to indicate the method of payment to a vendor, as defined in Miscellaneous Table 65 (PCHL5750). If not entered on the invoice, it must be entered on the voucher. See Appendix A.
PDT	Enter a Payment Disbursement Type. -PDT determines how transactions should be combined for payment. This code must exist in Miscellaneous Table 66 (PCHL5750). See Appendix A. A direct deposit (EFT) type PDT (e.g., DA) should be used except when issuing a manual warrant, e.g., when a warrant number is keyed in on the transaction.
Letters Sent	Leave blank (not used in Michigan)
Freight	Enter any additional freight charges included on the vendor’s invoice
Liq Damages	Enter the dollar amount of any liquidating damages
Other Charges	Enter the appropriate Other Charge code if other charges are included on the invoice. This code must exist in Miscellaneous Table 67. See Appendix A.
Other Charge Amount (to right of Other Charge Code)	Enter the dollar amount of any other charges on the vendor’s invoice

Client/Pat	Enter the client/patient number if the invoice is for client/patient services
Dt Service	Enter date of the client/patient service if the invoice is for client/ patient services
MUPC	Enter the Medical Uniform Procedure Code (MUPC) if the invoice is for a client's/patient's medical procedure
Master Accounting Information	Enter the accounting classification code that will pay for freight and other charges if the Distribution Method is 'S.' When the Distribution Method is 'D,' any freight and other charges will be equally divided among all of the account codes entered on the purchase order. They are shown on the PO/Contract Accounting Information Summary screen (PCHL2344). See Section 9.8 Account Distribution Block.

After entering the above data, press <F10> to save the invoice information. The system will automatically access the Invoice Detail Entry screen (PCHL1510) and generate the Invoice Seq (document ID).

Go to 4.1.2 Invoice Detail Entry.

4.1.2 Invoice Detail Entry

When the Invoice Header Entry screen (PCHL1500) is successfully saved, the system will access the Invoice Detail Entry screen (PCHL1510). The Invoice Sequence Number (Document ID) will be system generated in the Invoice Seq field.

The vendor's Invoice Number, Purchase Order ID, Requisition ID, and Line No will be retrieved for the first commodity. The Commodity ID, Commodity Name, and Unit of Measure will also be retrieved.

The system calculates the Quantity Remaining open on the purchase order and retrieves the Purchase Order Unit Cost for the commodity. Any PO Discounts are also retrieved, along with any commodity Description.

Enter the quantity of the commodity invoiced in the Qty Invoiced field, and the invoiced unit cost in the Unit Cost field.

- If the invoice does not include this line item leave blank. Press <F5> Next or <F10> Save to retrieve the next line item.

Enter the invoice discount code in the Ivc Discount field (i.e., NET – net 30 days). This must exist in Miscellaneous Table 57 (PCHL5750). Leave the Discount field blank if there is no discount on the invoice or if the line item is not included on the invoice.

When all of the data for the commodity has been entered, press <F10> to save the commodity detail. The system will retrieve the next commodity. The line number will change to 002, and you are ready to enter the next commodity detail.

Repeat for each line item. When no more lines exist, the system will retrieve the first commodity line. The message line will read, NO MORE DETAIL LINES EXIST, STARTING AGAIN AT BEGINNING.

If the invoice includes items not listed on the purchase order, they may be part of another purchase order. You may need to contact the vendor for additional information. A change may be required for the purchase order. See Section 3.5.7 Change a Posted Purchase Order, Section 3.6.9 Change a Posted Direct Purchase Order, and/or Section 7.1 Advice of Change.

From the Invoice Detail Entry screen (PCHL1510), you can view the commodity and/or accounting summary for any or all line items. You can also view any description text included on a line item. This information can be viewed prior to entering the commodity detail, or after data entry is complete. You can also view the commodity and accounting detail from the Invoice Header Entry screen (PCHL1500). When necessary, use <F5> Next to locate the line item that you want to view.

View Commodity Summary – You can view the commodity summary by pressing <F6> View Doc from the Invoice Detail Entry screen (PCHL1510). The system will access the Invoice Commodity Summary screen (PCHL1520). This screen shows the line items included on the purchase order attached to this invoice. You can select a line item, press <F2> Select, and transfer to the Requisition Detail Entry screen (PCHL2110) or the Direct Purchase Order Detail Entry screen (PCHL2365). Commodity detail cannot be modified on an invoice. After viewing, press <CLEAR> to return to the Invoice Detail Entry screen (PCHL1510). This screen can also be accessed from the Invoice Header Entry screen (PCHL1500) by pressing <F6> View Doc.

View Accounting Summary – You can view the accounting detail by pressing <F11> Vw Summ from the Invoice Detail Entry screen (PCHL1510). The system will transfer to the PO/Contract Accounting Information Summary screen (PCHL2344). This screen shows the accounting information for the purchase order attached to the invoice. The data is shown by accounting line suffix. Accounting data cannot be modified on an invoice. After viewing, press <CLEAR> to return to the Invoice Detail Entry screen (PCHL1510). This screen can also be accessed from the Invoice Header Entry screen (PCHL1500) by pressing <F11> Vw Acctg.

View Commodity Descriptions – You can view additional blocks of text for the line item specifications, if they exist. The Block No field will indicate how many text blocks are attached to the commodity. Use <F8> Next Blk and/or <F7> Prior Blk to view all of the text blocks. Specifications cannot be modified on an invoice.

While reviewing the Invoice Detail Entry data, if you discover any entries that need changing, now would be the appropriate time to make these changes. See Section 4.1.5 Change an Unposted Invoice.

After viewing commodity, accounting, and/or commodity description information, continue with the detail entry.

When all data entry and/or viewing is complete, press <CLEAR> to return to the Invoice Header Entry screen (PCHL1500).

To complete the invoice, go to Section 4.1.3 Completion of Invoice.

4.1.3 Completion of Invoice

You have returned to the Invoice Header Entry screen (PCHL1500). Before posting the invoice, you should review the Invoice Header Entry data. While reviewing this data, if you discover any entries that need changing, now would be the appropriate time to make these changes. See Section 4.1.5 Change an Unposted Invoice.

You can do any or all of the following prior to posting the invoice:

> **Attach a Note** – You can attach a note using the Electronic Note Pad (PCHL9100). Exercise good judgment when attaching notes because they are part of the document's permanent record. To enter a note, press <HOME>. Enter NOTE in the 'Link To' field. Press <F9> Link. The system will access the Electronic Note Pad screen (PCHL9100). Enter the note. See Section 2.3 Note Pad for complete Electronic Note Pad instructions. Press <F10> to save the note pad data. Press <CLEAR> to return to the Invoice Header Entry screen (PCHL1500). The Note Pad field contains a 'Y' to indicate a note is attached.
>
> **View Commodity Summary** – You can view the commodity summary by pressing <F6> View Doc from the Invoice Header Entry screen (PCHL1500). The system will access the Invoice Commodity Summary screen (PCHL1520). This screen shows the line items included on the purchase order attached to this invoice. You can select a line item by pressing <F2> Select. The system will transfer to the Requisition Detail Entry screen (PCHL2110) or the Direct Purchase Order Detail Entry screen (PCHL2365). Commodity detail cannot be modified on an invoice. After viewing, press <CLEAR> to return to the Invoice Header Entry screen (PCHL1500). This screen can also be accessed from the Invoice Detail Entry screen (PCHL1510) by pressing <F6> View Doc.
>
> **View Accounting Summary** – You can view the accounting detail by pressing <F11> Vw Acctg Doc from the Invoice Header Entry screen (PCHL1500). The system will transfer to the PO/Contract Accounting Information Summary screen (PCHL2344). This screen shows the accounting information for the purchase order attached to the invoice. The data is shown by accounting line suffix. Accounting data cannot be modified on an invoice. After viewing, press <CLEAR> to return to the Invoice Header Entry screen (PCHL1500). This screen can also be accessed from the Invoice Detail Entry screen (PCHL1510) by pressing <F11> Vw Summ.

After viewing commodity and/or accounting information and adding any notes, you must post the invoice.

To post the invoice, enter a 'P' in the Action Indicator field. Press <F10> to save the data and post the document. Because the purchase order was already approved, the invoice normally needs no further approval. The Action Indicator field will remain a ‘P’ and the Status field will change to ‘POST.’

If an approval path has been established for the invoice, the Action Indicator will change to an ‘A’ and the invoice has entered the appropriate approval path, based on the department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

Read the message line.

- If the message line reads VOUCHER NOT GENERATED, NO VALID LINES TO MATCH, a receiving report is needed (three-way match), but has not been posted for the invoiced items. The three-way match is incomplete. The Action Indicator will remain ‘P’ and the Status field will be ‘POST’. A receiving report must be posted when the goods are received in order to generate a voucher. See Section 5.1 Procurement Receiving Report Processing or Section 5.2 Inventory Receiving Report Processing.

- If the message line reads INV POSTED WITH ERROR STATUS DUE TO TOLERANCE FAILURE AT VCHR GEN, the matching criteria tolerance levels have not been met. An associated receiving report has been posted, if a three-way match type was entered on the purchase order. If a two-way match type was entered, the receiving report is not needed. The Action Indicator will change to ‘E’ and the Status field will be blank. When the <ENTER> key is pressed, the Action Indicator will change to ‘P’ and the Status field will change to ‘POST’. The invoice can be deleted, rejected, or an exception can be processed to override the tolerance levels. See Section 4.1.4 Delete an Unposted Invoice, Section 4.1.6 Reject an Invoice, or Section 4.4 Exception Processing.

- If the message reads VOUCHER VC (NUMBER) SUCCESSFULLY GENERATED, INVOICE POSTED, there are no tolerance errors and all necessary documents have been posted. The voucher number has been generated and the voucher is ready to be completed. The Action Indicator will remain ‘P’ and the Status field will be POST.

When ADPICS generates the Voucher ID in the message line at the bottom of the screen, press <ENTER> to place the Voucher ID into the Voucher ID field.

To complete the voucher see Section 4.2 Voucher Processing.

NOTE: Users can ‘Link To’ the Voucher Header Entry screen (PCHL1410). The Voucher ID must be located in the Voucher ID field of the Invoice Header Entry screen (PCHL1500) to carry the Voucher ID and all necessary data to the Voucher Header Entry screen (PCHL1410). Be sure to press <ENTER> to place the Voucher ID into the Voucher ID field prior to linking.

4.1.4 Delete an Unposted Invoice

Invoices can be deleted when the Status is NOPT.

To access the Invoice Header screen from the Main Menu (PCHL0000), select <F1> Accounts Payable Menu. From the Accounts Payable Menu (PCHL1000), select <F1> Invoice Header Entry (PCHL1500).

Enter the Invoice Seq (Document ID). Press <ENTER> to retrieve the invoice you want to delete.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

NOTE: If you choose to delete the invoice, the same vendor's invoice number can be used later. When an invoice is rejected or cancelled, the vendor's invoice number must be changed if a new invoice is created.

4.1.5 Change an Unposted Invoice

You cannot change any data that was retrieved from the purchase order. If this data must be changed, you must delete the invoice (see Section 4.1.4 Delete an Unposted Invoice) and change the posted purchase order. See Section 3.5.7 Change a Posted Purchase Order.

To change header information, see Section 4.1.1 Invoice Header Entry.

To change commodity information, see Section 4.1.2 Invoice Detail Entry.

4.1.6 Reject an Invoice

Invoices can be rejected when the invoice has been posted. This will result in a rejected (RJCT) status. Rejecting the invoice instead of canceling it shows that the invoice was received, but the associated goods were rejected. This allows for more accurate record keeping.

An invoice cannot be rejected if a voucher has been generated for the invoice. If the voucher is unposted, it must be deleted. See Section 4.2.4 Delete an Unposted Voucher. If the voucher is posted, see Section 4.2.7 Cancel a Posted Voucher.

To reject an invoice, access the Invoice Header Entry screen (PCHL1500) from the Main Menu (PCHL0000) by selecting <F1> Accounts Payable Menu. From the Accounts Payable Menu (PCHL1000), select <F1> Invoice Header Entry (PCHL1500).

Enter the Invoice Seq (Document ID). Press <ENTER> to retrieve the invoice you want to reject.

Enter the appropriate rejection code in the Reject Code field. This code must exist in Miscellaneous Table 69 (PCHL5750). See Appendix A for valid reject codes.

Press <F12> to reject the invoice. The invoice will remain in the system and the Status field will change to RJCT.

NOTE: You can create a new invoice for any items that were included on the rejected invoice and were not rejected. You can also create a new invoice for rejected items if/when they are replaced. See Section 4.1.1 Invoice Header Data Entry. If you choose to delete the invoice, the same vendor’s invoice number can be used later. When an invoice is rejected or cancelled the vendor’s invoice number must be changed if a new invoice is created.

4.1.7 Change a Posted Invoice

You cannot change a posted invoice. If you need to change a posted invoice, you must cancel the invoice and create a new one. To cancel the invoice, see Section 4.1.8 Cancel a Posted Invoice. To create a new invoice, see Section 4.1.1 Invoice Header Data Entry.

An invoice cannot be cancelled if a voucher has been generated for the invoice. If the voucher is unposted, it must be deleted. See Section 4.2.4 Delete an Unposted Voucher. If the voucher is posted, it cannot be cancelled in ADPICS. For further information, see Section 4.2.7 Cancel a Posted Voucher.

4.1.8 Cancel a Posted Invoice

A posted invoice cannot be cancelled if there are outstanding documents (i.e., unposted voucher) associated with it. If you try to cancel a document that cannot be cancelled, the message line at the bottom of the Document Cancellation screen will advise you.

To cancel a posted invoice, a Document Cancellation (PCHL8500) must be created and posted. See Section 7.2 Document Cancellation.

After the Document Cancellation has a POST Status, the Status field on the Invoice Header Entry screen (PCHL1500) will be CNCL (cancelled).

NOTE: If you choose to delete the invoice, the same vendor’s invoice number can be used later. When an invoice is rejected or cancelled the vendor’s invoice number must be changed if a new invoice is created.

4.2 VOUCHER PROCESSING

When creating vouchers, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section	
2	ADPICS Basics
9	General Transaction Features
Appendix A	ADPICS Tables

Vouchers are authorizations for payment of goods or services purchased from a vendor. Vouchers are automatically generated when the matching process is complete. Once generated, vouchers must be completed and posted in order to generate a warrant in R★STARS. Posting the voucher liquidates the encumbrance and establishes a voucher payable in R★STARS. The voucher payable will generate a warrant or EFT (electronic funds transfer) on the appropriate payment date, based on the due date and discount terms.

When purchase orders and direct purchase orders are written, the user must include a Match Type Code. This code indicates whether a two-way or three-way document match or a two-way or three-way line item match is required to generate the voucher. Match Types also include dollar amount and/or percentage tolerance limits (see Section 9.11.2 Match Types and Their Tolerance Levels).

A two-way match is usually used for services, and a three-way match is usually used for goods. The two-way match requires a purchase order (or direct purchase order) and an invoice be posted. The three-way match requires a purchase order (or direct purchase order), an invoice and a receiving report be posted.

4.2.1 Voucher Header Data Entry

In order to process a voucher, the Voucher ID must be entered. If you do not know the Voucher ID, accessing the Voucher Header Entry screen (PCHL1410) from another Accounts Payable screen used to generate the Voucher ID will carry the Voucher ID and other data to the Voucher Header Entry screen. Use one of the methods below to access the Voucher Header Entry screen (PCHL1410) and retrieve the necessary data prior to beginning the data entry.

You Know the Voucher ID – When you know the Voucher ID, you can access the Voucher Header Entry screen (PCHL1410) from the Main Menu (PCHL0000) by selecting <F1> Accounts Payable Menu (PCHL1000). From the Accounts Payable Menu, select <F2> Voucher Header Entry (PCHL1410). Enter the Voucher ID. Press <ENTER> to retrieve the necessary data from the purchase order and invoice/exception process.

After Posting Invoice – When an invoice and receiving report (if needed) is successfully posted, ADPICS generates the Voucher ID in the message line at the bottom of the Invoice Header Entry screen (PCHL1500). The Voucher ID must be located in the Voucher ID field of the Invoice Header Entry screen (PCHL1500) in order to carry the Voucher ID and other data to the Voucher Header Entry screen (PCHL1410). Press <ENTER> to place the Voucher ID into the Voucher ID field. Press <HOME>. Enter 1410 in the 'Link To' field. Press <F9> Link to access the Voucher Header Entry screen (PCHL1410). The Voucher ID and all required data from the purchase order and invoice are retrieved.

After Exception Processing – When an exception has been successfully processed using the Exception Processing screen (PCHL1460) or the Exception Processing Entry for Progress Payments (PCHL1465), press <HOME>. Enter 1410 in the 'Link To' field. Press <F9> Link to access the Voucher Header Entry screen (PCHL1410). The Voucher ID and all required data from the purchase order and exception process are retrieved.

After Posting Receiving Report – When a receiving report and invoice have been successfully posted, from the Receiving Header Definition screen (PCHL3100), press <HOME>. Enter 1410 in the 'Link To' field. Press <F9> Link to access the Voucher Header Entry screen (PCHL1410). The Voucher ID and all required data from the purchase order and invoice are retrieved.

None of the Above – When you do not know the Voucher ID, you can use the Open Voucher by Department inquiry screen (PCHL1480) or the Voucher by Purchase Order/Contract screen (PCHL1490).

Open Voucher by Department – To access the Open Voucher by Department screen (PCHL1480) from the Main Menu (PCHL0000), select <F1> Accounts

Payable Menu (PCHL1000). From the Accounts Payable Menu, select <F5> Accounts Payable Inquiries Menu (PCHL1600). Then select <F4> Open Voucher by Department (PCHL1480). The Department ID defaults based on the User Security. Enter a different Department ID if necessary. Press <ENTER> to retrieve all of the open vouchers for the entered department. Locate the appropriate Voucher ID. Use <F8> Next Pg and/or <F7> Prior Pg, if necessary. Enter an 'S' in the Select column (between the Vendor Name and Voucher fields). Press <F2> to access the Voucher Header Entry screen (PCHL1410). All necessary data is system retrieved.

Voucher by Purchase Order/Contract – To access the Voucher by Purchase Order/Contract screen (PCHL1490) from the Main Menu (PCHL0000), select <F1> Accounts Payable Menu (PCHL1000). From the Accounts Payable Menu, select <F5> Accounts Payable Inquiries Menu (PCHL1600). Then select <F5> Voucher by Purchase Order/Contract (PCHL1490). Enter the Purchase Order ID. Press <ENTER> to retrieve all of the vouchers for the entered purchase order. Locate the appropriate Voucher ID. Use <F8> Next Pg and/or <F7> Prior Pg, if necessary. Enter an 'S' in the Select column. Press <F2> to access the Voucher Header Entry screen (PCHL1410). All necessary data is system retrieved.

After using one of the above methods to access the Voucher Header Entry screen (PCHL1410) and retrieving the system generated data, you can process the voucher.

Data Entry Instructions:

Voucher Number	Enter the Voucher ID unless it was retrieved from an Accounts Payable screen.
1099	Leave this field blank. These payment categories are needed to record valid 1099 Reporting information for the State of Michigan and the Internal Revenue Service (IRS). The values for this field are defined in R★STARS D10 Object Code Profile and match the Assigned Box Number in the 1099 IRS form. The value retrieved in this field is based on the Comptroller Object entered in the Account Coding Block.
Doc Type	Enter the appropriate Document Type. If not entered, it will default based on the Voucher Document Type entered on the Department Table (PCHL5970), when saved. The entered Document Type must exist in Miscellaneous Table 64 (PCHL5750). See Appendix A for valid Document Types.

Due Date	When saved, this is system calculated by taking the greater of the date received on the invoice or receiver and adding discount terms from the purchase order. The due date on the voucher is the date the warrant will be cut. If a warrant is needed before the system generated due date, you can change the due date on the voucher before it is posted.
Action Indicator	Defaults to 'N' (not posted)
PDT	Enter a Payment Disbursement Type. PDT determines how transactions should be combined for payment. Leave blank for interagency vouchers. The PDT defaults when the document is saved, if it exists in the Vendor Table Inquiry screen (PCHL5200) for the associated vendor ID and mail code, or if entered on the Invoice Header Entry screen (PCHL1500). If entered, this code must exist in Miscellaneous Table 66 (PCHL5750). See Appendix A. A direct deposit (EFT) type PDT (e.g., DA) should be used ~~if the vendor's mail code is EFT ready. A non-EFT type PDT (e.g., MA) can be used with a vendor (whether or not the vendor/mail code is EFT ready)~~ except when issuing a manual warrant, e.g., when a warrant number is keyed in on the transaction.
DMI	Enter a Disbursement Method Indicator. DMI indicates the method of payment to a vendor. Leave blank for interagency vouchers. For direct deposits (EFT payments) this must be 'R' (regular). If nothing is entered in the DMI field, and the document is not an interagency voucher, the disbursement method indicator will default to 'R'. If entered, this code must exist in Miscellaneous Table 65 (PCHL5750). See Appendix A.
Intf Type	VE will be system retrieved when document is saved, unless another Interface Type is entered. This will create a voucher payable in R★STARS. The entered Interface Type must exist in the Interface Type Table (PCHL5650). When creating a voucher for a purchase order with a contract retainage, enter a retainage interface type, which must also exist in Miscellaneous Table 'RI' (PCHL5750). When creating an interagency voucher, enter an interagency interface type, which must also exist in Miscellaneous Table 'IA' (PCHL5750). See Appendix A.
Eff Date	Will default to the current date. Enter a different effective date if

you want the transaction to post to the financial tables in R★STARS on a different day/month/year.

Status	When saved, will default to not posted (NOPT) for new vouchers. If using inquiry, will default to current status.
Note	Defaults to 'N' because there are no notes attached to a new voucher (will change to 'Y' if you add a note in the note pad)
Bank ID	Enter the three-character Bank ID used to identify the ABA (American Banking Association) transit number and bank account number. For interagency vouchers, the Bank ID must be '000.' This ID must exist in the R★STARS D56 Bank ID Profile, and the user must have security access.
Pymnt No	If this is a Manual payment (DMI is M), enter up to a nine-character warrant number. Otherwise, leave it blank.
Department	Defaults based on the user's Security record. If the purchase order department ID is different, the system retrieves the Department ID and name from the purchase order, when the voucher is saved.
Doc Ref No	This field can be used to reference related documents. If you want to reference another document, enter up to an eight-character document number, plus up to a three-character document suffix number.
Amount Vouchered	The system retrieves the total dollar amount to be posted to the R★STARS financial tables, based on the purchase order, receiving report, and invoice dollar amounts.
Part/Final	Enter a 'P' (Partial) or 'F' (Final) to designate a partial or final voucher payable transaction to the financial system. This field must be entered prior to accessing the detail screens. If you are not sure if it is a partial or final payment, enter a 'P.' After viewing the document; this field can be changed to 'F' prior to posting. When marking this final, the ADPICS document will be closed. You can no longer receive or accept invoices.
Create	The date the document was created is displayed.
Purchase Order No	The system retrieves the Purchase Order ID associated with the invoice

Change No	The system retrieves the change sequence number of the purchase order at the time the voucher is created.
Update	The document's latest update date will be displayed.
Invoice Number	The system retrieves the vendor's invoice number.
Match Type	The Match Type will be retrieved from the purchase order
Post	After the voucher is posted, the post date will be displayed
Vendor ID	The system retrieves the Vendor ID associated with the Purchase Order ID displayed, along with up to 40-characters of the vendor's name
Vendor Mail Code	If the vendor's address is incorrect (wrong mail code), you may enter the vendor's correct remittance mail code in the space to the left of the Address field (to select a vendor mail code, see Section 9.3 Vendor Mail Code Selection)
Address	The system retrieves the vendor's address from the invoice
City	The system retrieves the city from the invoice
State	The system retrieves the state from the invoice
Zip Code	The system retrieves the zip code from the invoice
Ctry	The system retrieves the country from the invoice
Ven Invoice Desc	The system retrieves up to a thirty-character vendor invoice description, which will print on the remittance advice (vendor's warrant stub)
Service Date	Will default to the current date. The service date must be on, or before, the final post date (close out date) of the grant or project. Enter a valid service date if the document's accounting includes (or infers) a grant or project that is controlled based on the service date, and the defaulted service date is incorrect.
Freight	The system retrieves the freight charge if entered on the invoice

Other Charges Code (blank space under Freight)	The system retrieves the Other Charge code if entered on the invoice
Other Charges Amount (to right of Other Charges Code)	The system retrieves the other charges, if entered on the invoice
Distribution Method	The Accounting Distribution Method determines how to divide freight and/or other charges incurred after purchase order generation. It is system retrieved, based on the invoice distribution method: S Charge to the single account classification D Divide to existing accounting classifications, or ignore if freight/other charges do not exist
FCO	Enter a Fund Control Override code if fund controls may be overridden. This requires special user security. W Statewide fund control override A Agency-wide fund control override
Client/Patient No	The system retrieves the client/patient number, if entered on the invoice
MUPC	The system retrieves the Medical Uniform Procedure Code (MUPC), if entered on the invoice
Date of Services	The system retrieves the date of medical service, if entered on the invoice
Master Accounting Information	The accounting classification code that will pay for freight and other charges is retrieved from the invoice when the Distribution Method is 'S.' When the Distribution Method is 'D,' the accounting classifications are retrieved from the purchase order and will include any freight and other charges from the invoice. They will be shown on the Accounting Information Summary screen (PCHL1430). (See Section 9.8 Account Distribution Block)

Enter the appropriate PDT, Bank ID, and Part/Final. Press <F10> to save the voucher. The system will automatically transfer to the Voucher Detail Entry screen (PCHL1420).

To complete the voucher, go to Section 4.2.2 Voucher Detail Entry.

4.2.2 Voucher Detail Entry

The Voucher Detail Entry screen (PCHL1420) is automatically accessed when the Voucher Header Entry screen (PCHL1410) is successfully saved.

The Voucher Detail Entry screen (PCHL1420) displays voucher detail information by purchase order and line number. The data includes the Commodity ID, CS138 ID, commodity name, and purchase unit of measure for the purchase order line displayed. The Requisition ID field displays the same information as Purchase Order ID..

This screen also includes (along the left side of the screen):

- The total quantity of this commodity that was ordered on the purchase order
- The unit cost from the purchase order/contract
- The quantity vouchered, which is the lower of invoiced quantity or received quantity
- The vouchered unit cost, based on vouchered quantity, and invoiced dollar amount

Ignore all of the taxes as they are not used in Michigan. The system calculates any discount dollar amounts based on any discount terms entered in the Discount Terms field of the purchase order and/or invoice. The purchase order total dollar amount and the total vouchered dollar amount, along with any entered specifications, are system retrieved.

Viewing each line item and comparing the quantity ordered and the quantity vouchered will assist in determining whether this voucher is partial or final. When all items ordered have been vouchered, the voucher is final.

NOTE: If all items ordered have not been vouchered, you should determine whether the remaining goods will or will not be received/invoiced. There may be times when you determine that you will not be receiving all of the goods and want to make the voucher final even though there are quantities outstanding. When the voucher is final, any remaining encumbrance will be liquidated. The purchase order will be closed. Receiving reports and invoices can no longer be entered for the purchase order.

Prior to viewing the next line item and/or returning to the Voucher Header Entry screen (PCHL1410) to post the voucher, you can do any or all of the following from the Voucher Detail Entry screen (PCHL1420):

> **View Text Blocks** – You can view additional blocks of text for the line item specifications, if they exist. The Block No field will indicate how many text blocks are attached to the commodity. Use <F8> Next Blk and/or <F7> Prior Blk to view all of the text blocks. Specifications cannot be modified on a voucher.
> **View Specifications** – You can view additional specifications attached to this commodity by pressing <F10> Specs. The system will access the Specifications/Terms

Selection screen (PCHL2126). See Section 9.4.2 Viewing a Standard Specification for detailed instructions. Press <CLEAR> to return to the Voucher Detail Entry screen (PCHL1420). Specifications cannot be modified on a voucher.

View Commodity Detail – You can view the commodity detail by pressing <F6> View Doc. The system will access the Voucher Commodity Summary screen (PCHL1450). This screen shows the line items attached to the voucher. To select a line item, press <F2> Select. This will transfer to the Direct Purchase Order Detail Entry screen (PCHL2365). Commodity detail cannot be modified on a voucher. After viewing, press <CLEAR> to return to the Voucher Detail Entry screen (PCHL1420). This screen can also be accessed from the Voucher Header Entry screen (PCHL1410) by pressing <F6> View Doc.

View Accounting Detail – You can view the accounting detail by pressing <F11> Vw Acctg. The system will transfer to the Voucher Accounting Information Summary screen (PCHL1430). This screen shows the accounting information for the entire voucher by accounting line suffix. Accounting data cannot be modified on a voucher. After viewing, press <CLEAR> to return to the Voucher Detail Entry screen (PCHL1420). This screen can also be accessed from the Voucher Header Entry screen (PCHL1410) by pressing <F11> Vw Acctg.

After viewing specification, commodity and accounting detail for the first line item, press <F5> Next to view the next line item on the voucher. View all necessary detail for this line item.

Repeat for each additional line item.

After viewing the detail for all of the line items, press <CLEAR> to return to the Voucher Header Entry screen (PCHL1410).

To complete the voucher, go to Section 4.2.3 Completion of Voucher.

4.2.3 Completion of Voucher

The invoice number, voucher number, and vendor invoice description are printed on the remittance advice, and the Purchase Order ID is printed in the Document Reference Number field. In order to include any other information on the remittance advice, you must enter the information on the Electronic Note Pad (PCHL9100) of the voucher before posting. The remittance advice is included with the vendor's warrant. Only enter information in the voucher note pad that you want the vendor to see.

To enter additional remittance advice information from the Voucher Header Entry screen (PCHL1410), press <HOME>. Enter NOTE in the 'Link To' field. Press <F9> Link. The system will access the Electronic Note Pad screen (PCHL9100).

Enter the voucher note. See Section 2.3 Note Pad for complete Electronic Note Pad instructions.

Press <F10> to save the note pad data. Press <CLEAR> to return to the Voucher Header Entry screen (PCHL1410). The Note field contains a 'Y' to indicate that there is a note attached.

Before posting the voucher, you can do any or all of the following from the Voucher Header Entry screen (PCHL1410):

NOTE: If the voucher is an interagency voucher, you must add the seller's accounting prior to posting the document. To add the other agency's accounting, see Enter Seller's Accounting, below.

> **View Commodity Detail** – You can view the commodity detail by pressing <F6> View Doc. The system will access the Voucher Commodity Summary screen (PCHL1450). This screen shows the line items attached to the voucher. To select a line item enter an 'S' and press <F2> Select. This will transfer to the Direct Purchase Order Detail Entry screen (PCHL2365). Commodity detail cannot be modified on a voucher. After viewing press <CLEAR> to return to the Voucher Header Entry screen (PCHL1410). This screen can also be accessed from the Voucher Detail Entry screen (PCHL1420) by pressing <F6> View Doc.

> **View Accounting Detail** – You can view the accounting detail by pressing <F11> Vw Acctg. The system will transfer to the Voucher Accounting Information Summary screen (PCHL1430). This screen shows the accounting information for the entire voucher by accounting line suffix. Accounting detail cannot be modified on a voucher. After viewing, press <CLEAR> to return to the Voucher Header Entry screen (PCHL1410). This screen can also be accessed from the Voucher Detail Entry screen (PCHL1420) by pressing <F11> Vw Acctg.

Enter Seller's Accounting – You must enter the seller's accounting detail if the voucher is an interagency voucher. Press <F7> Interagy. The system will transfer to the Interagency Accounting Information screen (PCHL1411). The voucher ID and total voucher amount will be retrieved. Enter the selling agency's account code block(s). Press <F10> to save the entry. For further information, see 9.8 Account Distribution Block. After saving the seller's accounting, press <CLEAR> to return to the Voucher Header Entry screen (PCHL1410).

To complete the voucher, enter the appropriate indicator in the Part/Final field. Marking a voucher 'Final' will liquidate any remaining encumbrance(s) from the appropriate accounting line(s) entered on the purchase order. Once a voucher is marked 'Final' the purchase order status becomes closed (CLOS) and cannot be re-opened through an Advice of Change.

NOTE: If using the note pad for the Remittance Advice, the note pad must be saved before the voucher is posted.

To post the voucher, enter a 'P' in the Action Indicator field. Press <F10> to save the data and post the document. Because the purchase order was already approved, the voucher normally needs no further approval. The Action Indicator field will remain a 'P' and the Status field will change to POST.

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

If an approval path has been established for the voucher, the Action Indicator will change to an 'A' and the voucher has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

The document now enters R★STARS Expenditure processing. The accounting detail posts to the appropriate accounts in R★STARS, liquidating the encumbrance and establishing a voucher payable. The warrant or EFT will be cut on the appropriate date, based on the due date and discount terms. See Section 12.1 What Interfaces to R★STARS.

Receiving a Posting Error on a Voucher

On rare occasions, there may be posting errors on the voucher. When there are posting errors, the Action Indicator will change to 'E' and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST.

Voucher is marked Partial – To find your error from a voucher marked partial (‘P’), select F11-Vw Acctg from the Voucher Header Entry screen (PCHL1410). The suffix with the error will have an ‘E’ in the select column. Select the suffix with the error (‘E’) by overtyping with an ‘S.’ Press <F2> to view the error.

Voucher is marked Final –To find your error from a voucher marked final (‘F’), select F11-Vw Acctg from the Header Entry screen (PCHL1410). The suffix with the error will have an ‘E’ in the select column. Select the suffix with the error (‘E’) by overtyping with an ‘S.’ Press <F2> to view the error. In some very rare cases, the suffix with the error may not be displayed on this screen. In these cases, it will be necessary to ‘Link To’ the Purchase Order/Contract Accounting Information Summary screen (PCHL2344). The suffix with the error will have an ‘E’ in the select column. Select the suffix with the error (‘E’) by overtyping with an ‘S.’ Press <F2> to view the error.

Accounting errors cannot be corrected on the voucher. They can only be corrected on the purchase order. In order to correct the posting error(s), you, or someone with the appropriate security, must complete all of the following steps:

- Delete the voucher. See Section 4.2.4 Delete an Unposted Voucher.
- Cancel the invoice. See Section 4.1.8 Cancel a Posted Invoice.
- Cancel the receiving report, if there is one. See Section 5.1.7 Cancel a Posted Procurement Receiving Report.
- Create an Advice of Change for the purchase order. See Section 7.1 Advice of Change.
- Change and post the purchase order (done on direct purchase order screens). See Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order.
- Create a new receiving report. See Section 5.1 Procurement Receiving Report Processing.
- Create a new invoice. See Section 4.1 Invoice Processing.
- Complete and post the newly generated voucher. See Section 4.2 Voucher Processing.

4.2.4 Delete an Unposted Voucher

To access the Voucher Header Entry screen (PCHL1410) from the Main Menu (PCHL0000), select <F1> Accounts Payable Menu. From the Accounts Payable Menu (PCHL1000) select <F2> Voucher Header Entry (PCHL1410).

Enter the Voucher ID. Press <ENTER> to retrieve the voucher you want to delete.
Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

4.2.5 Change an Unposted Voucher

Vendor information, commodity detail, and accounting detail cannot be changed on a voucher.

To change header information, see Section 4.2.1 Voucher Header Entry.

4.2.6 Change a Posted Voucher

Vouchers cannot be changed in ADPICS. If a voucher must be changed, the warrant must be stopped or cancelled in R★STARS, and a new voucher must be generated. To request the cancellation of a warrant in R★STARS, you must have the appropriate User Security.

For complete instructions for accessing R★STARS, where to inquire to locate the warrant number, as well as how to request the cancellation of a warrant, see Chapter 12 Interface to R★STARS.

Once the warrant is cancelled, the invoice and receiving report (if there is one) must be cancelled. An Advice of Change is then completed for the purchase order, and the purchase order is corrected and posted. A new invoice and receiving report are then created and posted, generating a new voucher. See Section 7.2 Document Cancellation and Section 7.1 Advice of Change. Also see the appropriate document sections as referenced in these sections.

4.2.7 Cancel a Posted Voucher

Vouchers cannot be cancelled in ADPICS. Instead, the warrant must be stopped or cancelled in R★STARS. To request the cancellation of a warrant in R★STARS, you must have the appropriate User Security.

For complete instructions for accessing R★STARS, where to inquire to locate the warrant number, as well as how to request the cancellation of a warrant, see Chapter 12 Interface to R★STARS.

4.3 DIRECT VOUCHER PROCESSING

When creating direct vouchers, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section	
2	ADPICS Basics
9	General Transaction Features
Appendix A	ADPICS Tables

Direct vouchers are authorizations to pay for goods or services purchased from a vendor. Direct vouchers do not require a purchase order. Direct vouchers are used for direct payments to vendors (i.e., rent or utilities). They are also used for inter-agency warrants and manual warrants. Posted direct vouchers in ADPICS will create a voucher payable in R★STARS. Because there is no purchase order, there is no encumbrance to be liquidated in R★STARS.

To access the Direct Voucher Header Entry screen (PCHL1800) from the Main Menu (PCHL0000), select <F1> Accounts Payable Menu. From the Accounts Payable Menu (PCHL1000), select <F8> Direct Voucher Header Entry (PCHL1800).

4.3.1 Direct Voucher Data Entry

Data Entry Instructions:

Dir Voucher ID	Leave blank. The Direct Voucher ID will be system generated when saved.
Doc Type	Either enter the appropriate document type (DV, DU, etc.). Press <F2> to select the appropriate document type for this direct voucher from the Table Lookup, or see Document Type Table List in Appendix A. If not entered, it will default based on the Direct Voucher Document Type entered on the Department Table (PCHL5970). The entered Document Type must exist in Miscellaneous Table 64 (PCHL5750).
Eff Date	Will default to the current date. Enter a different effective date if you want the transaction to post to the financial tables in R★STARS on a different day/month/year.
Action Indicator	Defaults to ‘N’ (not posted).

Due Date	Enter the date the payment is due. If not entered, it will default to the current date.
Intf Type	Defaults to DV (direct voucher – voucher payable transaction in R★STARS). Change if necessary (use <F2> to select from the Table Lookup). This code must exist in the Interface Type Table (PCHL5650). If the direct voucher is for a contract retainage release, enter a retainage interface type, which must exist in Miscellaneous Table 'RI' (PCHL5750). See Appendix A.
PDT	Enter a Payment Disbursement Type, or use <F2> to select from the Table Lookup. PDT determines how transactions should be combined for payment. The PDT defaults when the document is saved, if it exists in the Vendor Table Inquiry screen (PCHL5200) for the associated vendor ID and mail code. This code must exist in Miscellaneous Table 66 (PCHL5750). See Appendix A. A direct deposit (EFT) type PDT (e.g., DA) should be used~~ if the vendor's mail code is EFT ready. A non-EFT type PDT (e.g., MA) can be used with a vendor (whether or not the vendor/mail code is EFT ready)~~ except when issuing a manual warrant, e.g., when a warrant number is keyed in on the transaction.
DMI	Defaults to 'R' Change if necessary or use <F2> to select from the Table Lookup. DMI indicates the method of payment to a vendor. For direct deposits (EFT payments) this must be 'R' (regular). If entered, this code must exist in Miscellaneous Table 65 (PCHL5750). See Appendix A.
Bank ID	Enter the three character Bank ID, used to identify the ABA (American Banking Association) transit number and bank account number. This field defaults to '000.' This field must exist in the R★STARS D56 Bank ID Profile, and the user must have security access.
Pymnt No	If this is a Manual payment (DMI is M), enter the warrant number; otherwise leave it blank.
Ven Invoice No	Enter the invoice number from the vendor's invoice. If the vendor's invoice contains no number, or there is no paper invoice, follow procedures established by the agency for vendor invoice numbering.

DSC Terms	Enter the discount terms, if there are any (use <F2> to select from the Table Lookup). Defaults to NET.
Doc Rf No	This field can be used to reference related documents. If you want to reference another document, enter up to an eight-character document number. When referencing a purchase order (or direct purchase order) for a contract retainage release, enter the last eight characters of the document ID (do not enter the department number portion of the document ID).
Doc Rf Suffix (blank space to right of Doc Rf No field)	Enter a three-character suffix number for a referenced document. When referencing a purchase order (or direct purchase order) for a contract retainage release, enter '000.'
Department Name	The system retrieves the department name, based on the Department ID displayed.
Note	Defaults to 'N' because there are no notes attached to a new direct voucher (will change to 'Y' if you add a note in the note pad).
Contact	Defaults to the contact person's name for the department. Can be changed by overtyping.
Status	Will default to not posted (NOPT) for new direct voucher. If using inquiry, will default to current status.
Telephone	Defaults to the area code and phone number of the contact person for the department. Can be changed by overtyping.
Create	When saved, defaults to the date the direct voucher was created.
Voucher Amount	The total voucher amount will be displayed after the details have been entered.
BPO ID	Enter the blanket purchase order if the Doc Type is 'BP.'
Update	The document's latest update date will be displayed.
Vendor ID	Enter the Vendor ID. The system retrieves the vendor's name based on the Vendor ID entered. To select a vendor, see Section 9.2 Vendor Selection.
Post	This will be blank for new documents. After posting, the post date

will be shown.

Mail Code (blank space after 'Address')	Enter the three-character vendor mail code (to select a vendor mail code, see Section 9.3 Vendor Mail Code Selection).
MUPC	Enter the Medical Uniform Procedure Code (MUPC) if the direct voucher is for a client's/patient's medical procedure.
Address	When saved, the system retrieves one line of up to 40 characters for the vendor address, based on Vendor ID and Mail Code entered.
1099	Leave this field blank. These payment categories are needed to record valid 1099 Reporting information for the State of Michigan and the Internal Revenue Service (IRS). The values for this field are defined in R★STARS D10 Object Code Profile, and match the Assigned Box Number in the 1099 IRS form. The value retrieved in this field is based on the Comptroller Object entered in the Account Coding Block.
Service Date	Will default to the current date. The service date must be on, or before, the final post date (close out date) of the grant or project. Enter a valid service date if the document's accounting includes (or infers) a grant or project that is controlled based on the service date, and the defaulted service date is incorrect.
City	When saved, the system retrieves the city based on the vendor ID and mail code entered.
St	When saved, the system retrieves the two character state based on the vendor ID and mail code entered.
Zip	When saved, the system retrieves the vendor zip code based on the vendor ID and vendor mail code entered.
Ctry	When saved, the system retrieves the three digit country code, based on the Vendor ID and Mail Code entered.
Voucher Desc	Enter a short direct voucher description. Entries in this field will be printed on the remittance advice.
Client/Patient No	Enter the client/patient number if the direct voucher is for client/

patient services.

Dist Method	Defaults to 'S' (single). Change to 'P' (percentage) or 'M' (multiple) if the accounting distribution is based on percentages or has multiple distributions. If the transaction is for a contract retainage release, the distribution method should be the same as the referenced purchase order or direct purchase order.
Reject Code	Leave blank (not used in Michigan)
FCO	Enter a Fund Control Override code if fund controls may be overridden. This requires special user security. W Statewide fund control override A Agency-wide fund control override
Accounting Block	Enter the appropriate accounting classification code(s) that will pay for the goods or services vouchered. If the transaction is for a contract retainage release, the account code(s) entered must exist on the referenced purchase order or direct purchase order. See Section 9.8 Account Distribution Block.

For 'S' distribution	Enter one line of accounting.
For 'P' distribution	Enter two or three lines of accounting, and enter the appropriate percentage for each line (total percentage must equal 100%).
For 'M' distribution	Leave blank. Accounting will be entered on the accounting detail entry screen (or enter up to three lines of accounting that will default to all commodity lines – dollar amounts will be entered later).

After entering the above data, press <F10> to save the direct voucher information.

The system will automatically access the appropriate Direct Voucher Detail Entry screen:

- For 'S' or 'P' distribution methods, see Section 4.3.2 Direct Voucher Detail Entry – Single/Percentage Accounting Distribution.

- For ‘M’ distribution, see Section 4.3.3 Direct Voucher Detail Entry – Multiple Accounting Distribution.

4.3.2 Direct Voucher Detail Entry – Single/Percentage Accounting Distribution

When the accounting distribution method is 'S' or 'P,' the system will automatically access the Direct Voucher Detail Entry screen (PCHL1810). The Direct Voucher ID will be system generated, the Line No will be 001 in preparation for entering the first commodity line item, and the cursor will be in the Commodity field.

Tab backward <Shift + TAB> to enter the applicable CS138 ID or predetermined value if the Commodity ID begins with a '9'; otherwise leave blank. The <F2> Selection function key may be pressed in order to access the CS138 Selection screen (PCHL3999) which will display all predetermined values and statewide preauthorized CS138s. While on the CS138 Selection screen, press <F2> Select to return the selected predetermined value or statewide preauthorized CS138 to the Direct Voucher Detail Entry screen (PCHL1810) (see Section 9.13 CS138 Selection, for detailed instructions).

The CS138 ID or predetermined value will be pulled from the Blanket Purchase Order Commodity Selection screen (PCHL2350) if the Doc Type on the Direct Voucher Header Entry screen (PCHL1800) is 'BP' and the BPO detail line contains a CS138 ID or predetermined value. This value may be overtyped.

NOTE: To view agency CS138 IDs, link to the CS138 By Department screen (PCHL2114) (see Section 5.2114 of the ADPICS Terminal User Guide for detailed instructions).

Enter the Commodity ID or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100). Locate and select the appropriate commodity. For a contract retainage release, be sure you select the retainage release commodity ID, RET-01. Press <F6> to return the selected Commodity ID, Purchase Unit of Measure, and Unit Cost to the Direct Voucher Detail Entry screen (PCHL1810). See Section 9.1 Commodity Selection, for detailed instructions for the Commodity Table Inquiry screen (PCHL1100).

Enter the Quantity of the commodity you want to purchase. For a contract retainage release, enter 1.

NOTE: Be sure you are ordering the correct quantity. If you want 12 and the unit of measure is EA (each), enter 12. If the unit of measure is DZ (dozen), enter 1. If the unit of measure is LT (lot) and there are 4 in a lot, enter 3. You may need to view the Commodity Table Maintenance screen (PCHL5100) to determine the quantity in a specific unit of measure.

<TAB> past the State Tax and Local Tax fields because they are not used in Michigan.

Enter the correct Purchase Unit of Measure and/or Unit cost, if they were not retrieved or are incorrect. If the Purchase Unit of Measure and/or Unit cost are correct, <TAB> past the these fields.

For a contract retainage release, enter the total dollar amount of the release. To determine the remaining retainage amount, Link To the Retainage Summary screen (PCHL2405). Enter the purchase order ID and press <ENTER>, if necessary. After determining the remaining retainage amount, press <CLEAR> to return to the Direct Voucher Detail Entry screen (PCHL1810). You can release all, or part, of the remaining retainage amount. Enter the dollar amount for this release in the Unit Cost field.

Copy any standard specifications (not required) by using the Block function (see Section 9.6 Specifications and Terms Block Function, for detailed instructions). Type the necessary free form specification text (not required) you want to add for this commodity in the Specification Info field (see Section 9.7 Text Block Function, for detailed instructions).

NOTE: The Spec ID of any standard specifications cross-referenced with this commodity will be listed in the Spec ID fields at the bottom of the screen. The complete specification will be printed on the direct voucher document, but will not be shown on the screen. You can attach additional standard specifications to the commodity by entering the Specification ID in a Spec ID field (or use <F2> Select to locate and retrieve a Spec ID from the Table Lookup).

When all data has been entered, press <F10> to save the first commodity. The system will clear the screen, the Line number will change to 002, and you are ready to enter the next commodity.

> **Entering another commodity** – If you are entering more commodities, repeat the Direct Voucher Detail Entry steps as presented above. After saving each entry, the Line number will increase by 1.
>
> **Not entering additional commodities** – If you have completed the commodity entry, press <CLEAR> to return to the Direct Voucher Header Entry screen (PCHL1800).

Before posting the direct voucher, do the following:

- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or Section 9.6 Specifications and Terms Block Function.
- Verify the line item data entry, see Section 4.3.6 Verify and Correct Commodity Line on Unposted Direct Voucher.
- Verify the accounting, see Section 4.3.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Voucher.
- Add any necessary notes in the note pad, see Section 2.3 Note Pad.

After attaching terms, verifying the commodity and accounting detail, and adding any necessary notes, you must post the direct voucher.

Post the direct voucher by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P’ and the direct voucher is complete.

- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an ‘A.’ The direct voucher has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the direct voucher again. To correct the accounting errors, see Section 4.3.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Voucher (if necessary, consult with accounting staff within your department).

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the direct voucher Action Indicator field is ‘P’ and the Status field is POST, a voucher payable in R★STARS now exists. The data entry of the direct voucher is complete.

4.3.3 Direct Voucher Detail Entry – Multiple Accounting Distribution

When the accounting distribution method is 'M,' the system will automatically access the Direct Voucher Accounting Detail screen (PCHL1809). The Direct Voucher ID will be system generated, the Line No will be 001 in preparation for entering the first commodity line item, and the cursor will be in the Commodity field. Any accounting lines entered on the header will default to every commodity line.

Tab backward <Shift + TAB> to enter the applicable CS138 ID or predetermined value if the Commodity ID begins with a '9'; otherwise leave blank. The <F2> Select function key may be pressed in order to access the CS138 Selection screen (PCHL3999) which will display all predetermined values and statewide preauthorized CS138s. While on the CS138 Selection screen, press <F2> Select to return the selected predetermined value or statewide preauthorized CS138 to the Direct Voucher Accounting Detail screen (PCHL1809) (see Section 9.13 CS138 Selection, for detailed instructions).

The CS138 ID or predetermined value will be pulled from the Blanket Purchase Order Commodity Selection screen (PCHL2350) if the Doc Type on the Direct Voucher Header Entry screen (PCHL1800) is 'BP' and the BPO detail line contains a CS138 ID or predetermined value. This value may be overtyped.

NOTE: To view agency CS138 IDs, link to the CS138 By Department screen (PCHL2114) (see Section 5.2114 of the ADPICS Terminal User Guide for detailed instructions).

Commodity Entry

Enter the Commodity ID or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100). Locate and select the appropriate commodity. For a contract retainage release, be sure you select the retainage commodity ID, RET-01. Press <F6> to return the selected Commodity ID, Purchase Unit of Measure, and Unit Cost to the Direct Voucher Accounting Detail screen (PCHL1809). See Section 9.1 Commodity Selection, for detailed instructions for the Commodity Table Inquiry screen (PCHL1100).

Enter the Quantity of the commodity you want to purchase. For a contract retainage release, enter 1.

NOTE: Be sure you are ordering the correct quantity. If you want 12 and the unit of measure is EA (each), enter 12. If the unit of measure is DZ (dozen), enter 1. If the unit of measure is LT (lot) and there are 4 in a lot, enter 3. You may need to view the Commodity Table Maintenance screen (PCHL5100) to determine the quantity in a specific unit of measure.

<TAB> past the State Tax and Local Tax fields because they are not used in Michigan.

Enter the correct Purchase Unit of Measure and/or Unit Cost, if they were not retrieved or are incorrect. If the Purchase Unit of Measure and/or Unit Cost retrieved are correct, <TAB> past these fields.

For a contract retainage release, enter the total dollar amount of the release. To determine the remaining retainage amount, Link To the Retainage Summary screen (PCHL2405). Enter the purchase order ID and press <ENTER>, if necessary. After determining the remaining retainage amount, press <CLEAR> to return to the Direct Voucher Accounting Detail Entry screen (PCHL1809). You can release all, or part, of the remaining retainage amount. Enter the dollar amount for this release in the Unit Cost field.

Press <F10> to save the commodity entry. The Estimated Total Cost will be calculated and the message line will state that you must enter accounting information.

NOTE: Saving the entry now will let you know what the total cost is for this commodity. You will then be able to distribute the correct total cost among the accounting lines. The total accounting Amount and the Estimated Total Cost must be equal.

Accounting Entry - One to Six Accounting Lines

Enter up to six accounting lines to be used for the payment of this commodity only (see Section 9.8 Account Distribution Block, for data field information). If the transaction is for a contract retainage release, the account code(s) entered must exist on the referenced purchase order or direct purchase order. Enter the dollar amount to be associated with each accounting line. Also enter dollar amounts for any accounting lines defaulted from header.

Press <F10> to save the accounting information. If the Total Accounting Amount and the Estimated Total Cost are not equal, you will receive an error message. You must correct the figures in the Amount field and save again.

When the Total Accounting Amount and the Estimated Total Cost are equal, the system will transfer to the Direct Voucher Detail Entry screen (PCHL1810).

Go to Commodity Specification Entry, later in this section.

Entry of More Than Six Accounting Lines

Enter up to the first six accounting lines to be used for the payment of this commodity only (see Section 9.8 Account Distribution Block, for data field information). Enter the dollar amount to be associated with each accounting line.

Press <F10> to save the accounting information. The system will transfer to the Direct Voucher Detail Entry screen (PCHL1810).

Press Home and in the Link to field enter 1809 and press <F9> to access the Direct Voucher Accounting Detail Entry screen (PCHL1809).

Press <F4> Acct to access an additional Direct Voucher Accounting Detail screen (PCHL1811). Notice that the entered accounting line(s) transferred to this screen.

Enter the remaining accounting lines and dollar amounts for the first commodity.

Press <F10> to save the entries on each Direct Voucher Accounting Detail screen (PCHL1811).

NOTE: Six accounting lines can be entered on the Direct Voucher Accounting Detail screen (PCHL1809), and up to 14 lines can be entered on each page of the Direct Voucher Accounting Detail screen (PCHL1811). A total of 33 accounting lines can be entered for one commodity line number. If you need to enter more than 14 lines, press <F10> to save each page. Press <F8> to access the next page, and continue. Just remember the total dollar amount of all accounting lines must equal the Estimated Total Amount for the commodity.

When all of the accounting lines are entered and saved, press <CLEAR> to return to the Direct Voucher Accounting Detail Entry screen (PCHL1809). Notice that the More Accounting field now contains a ‘Y’ because you entered additional accounting for this commodity. Also, the Current Detail Accounting Amount field contains the total dollar amount of all accounting lines.

Press <F12> Ln Specs to access the Direct Voucher Detail Entry screen (PCHL1810) to continue entering more detail lines.

Go to the Commodity Specification Entry section below.

Commodity Specification Entry

You have now transferred to the Direct Voucher Detail Entry screen (PCHL1810).

Notice that the commodity information has been brought forward. You are ready to enter specification information for this commodity. Copy any standard specifications (not required) by using the Block function (see Section 9.6 Specifications and Terms Block Function, for detailed instructions). Type the necessary free form specification text (not required) you want to add for this commodity, in the Specification Info field (see Section 9.7 Text Block Function, for detailed instructions).

NOTE: The Spec ID of any standard specifications cross-referenced with this commodity will be listed in the Spec ID fields at the bottom of the screen. The complete specification will be printed on the direct voucher document, but will not be shown on the screen. You can attach additional standard specifications to the commodity by entering the Specification ID in a Spec

ID field or use <F2> Select to locate and retrieve a Spec ID from the Table Lookup .

When all data has been entered, press <F10> to save the detail entry for the first commodity.

The system will transfer to the Direct Voucher Accounting Detail screen (PCHL1809). The Line number will increment to the next sequential number. You are now ready to enter the next commodity.

> **Entering another commodity** – If you are entering more commodities, repeat the Direct Voucher Accounting and Detail Entry steps as presented above. After saving each entry, the Line number will increase by 1.
> **Not entering additional commodities** – If you have completed and saved the last commodity entry, press <CLEAR> to return to the Direct Voucher Header Entry screen (PCHL1800).

Before posting the direct voucher, do the following:

- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or Section 9.6 Specifications and Terms Block Function
- Add additional remittance advice information, see Section 4.3.4 Electronic Note Pad Entry for Direct Voucher Remittance Advice
- Verify the line item data entry, see Section 4.3.6 Verify and Correct Commodity Line on Unposted Direct Voucher
- Verify the accounting, see Section 4.3.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Voucher

After attaching terms, verifying the commodity and accounting detail, and adding any necessary notes, you must post the direct voucher.

Post the direct voucher by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P’ and the direct voucher is complete.

- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an ‘A.’ The direct voucher has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the direct voucher again. To correct the accounting errors, see Section 4.3.5

Verify Accounting and Correct Accounting Errors on Unposted Direct Voucher (if necessary, consult with accounting staff within your department).

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the direct voucher Action Indicator field is ‘P’ and the Status field is POST, a voucher payable in R★STARS now exists. The data entry of the direct voucher is complete.

4.3.4 Electronic Note Pad Entry for Direct Voucher Remittance Advice

The invoice number, voucher number, and voucher description will print on the remittance advice. To include any other information on the remittance advice, you must enter the information on the Electronic Note Pad (PCHL9100) of the direct voucher before posting. The Remittance Advice is included with the vendor's warrant. Only enter information on the voucher note pad that you want the vendor to see.

To enter additional remittance advice information on the Direct Voucher Header Entry screen (PCHL1800), press <HOME>. Enter NOTE in the 'Link To' field. Press <F9> Link. The system will access the Electronic Note Pad screen (PCHL9100).

Enter the direct voucher note. See Section 2.3 Note Pad for complete Electronic Note Pad instructions.

Press <F10> to save the note pad data. Press <CLEAR> to return to the Voucher Header Entry screen (PCHL1800). The Note field contains a 'Y' to indicate there is a note attached.

4.3.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Voucher

View Accounting

You can verify the accounting data by pressing <F11> View Acct from the Direct Voucher Header Entry screen (PCHL1800), the Direct Voucher Detail Entry screen (PCHL1810), or the Direct Voucher Accounting Detail Entry screen (PCHL1809).

Before posting the direct voucher, press <F11> View Acct from one of the above screens to access the Direct Voucher Accounting Information Summary screen (PCHL1825). The system retrieves the accounting summary record associated with the Direct Voucher ID.

This screen displays all of the accounting lines attached to the direct voucher. Notice that when the Distribution Method is ‘M’ (Multiple), each accounting suffix (SX) line displays the total dollar amount allocated to that suffix from all commodities that include the accounting suffix line.

When an accounting error has occurred during the creation of a direct voucher, the system displays an ‘E’ (error) in the S (selection) field of the Direct Voucher Accounting Information Summary screen (PCHL1825).

You can view the errors and make the necessary corrections on the direct voucher before posting it.

> **No accounting errors** – If the document contains no accounting errors, press <CLEAR> to return to the appropriate direct voucher screen. Continue with any additional document verification, then post the direct voucher. If no errors exist and the line is selected, the Error Message screen (PCHL2130) will be blank when accessed.
>
> **Direct Voucher contains accounting errors** – If the document contains one or more errors, view the first accounting error by typing an ‘S’ over the first ‘E’ in the Selection field. Press <F2> Select to transfer to the Split Transaction Information Summary screen (PCHL2133) for split transactions or to the Error Message screen (PCHL2130) for single transactions. If no errors exist and the line is selected, the Error Message screen (PCHL2130) will be blank when accessed.
>
>> **Split transactions** – View the split transactions for the selected accounting line. The split transaction(s) with an accounting error is indicated with an ‘E’ in the Selection column. View the first accounting error by typing an ‘S’ over the first ‘E’ in the Selection field. Press <F2> Select to transfer to the Error Message screen (PCHL2130). See Single transactions below.

Single transactions – Read the Error Code and Message. The screen displays error messages generated by R★STARS when it attempts to liquidate funds for the vouchered item(s).

All of the messages listed for one Suffix (accounting line) pertain to that suffix only, and are usually successive. For example, if the messages “Invalid Obj/Gl Combo” and “Obj Not Included 28B” are listed, it would mean that there is an invalid Object Code (COBJ) / General Ledger (GL) combination, and the Object Code does not exist in R★STARS profile 28B. In other words, you may have entered the wrong COBJ. It could be a simple typing error, or it could be a valid COBJ, but not valid in combination with the rest of the accounting line.

NOTE: If you don’t know what an error means, you may need to access the appropriate R★STARS profile to determine the correction (see Section 12.0 Interfaces to R★STARS). If you still can’t locate the error, consult with accounting staff within the agency.

Once you have determined the type of error, you should <CLEAR> to the Direct Voucher Accounting Information Summary screen (PCHL1825). Look at the Suffix (SX) line(s) containing the error(s) to verify the correction(s) that should be made.

Repeat the above procedures for each additional line that contains an error. <CLEAR> to the Direct Voucher Writing screen (PCHL1800) and correct the error(s). If more than one page of accounting suffix lines exist, press <F8> to view the next page. See Correct Accounting Errors, below.

Correct Accounting Errors

After determining the accounting errors, follow the appropriate section below to correct the errors.

If the Distribution Method is ‘S’ or ‘P’ – All of the accounting suffix lines are on the header. <TAB> to the suffix line that is in error, and enter (overtype) the correct data. Press <F10> to save the correction(s). Press <F10> again to verify the corrections.

The system will transfer to the Direct Voucher Detail Entry screen (PCHL1810). Press <CLEAR> to return to the Direct Voucher Header Entry screen (PCHL1800). Complete the verification and post the direct voucher.

If the Distribution Method is ‘M’ – Correct any accounting lines entered on the header by entering (overtyping) the correct data. Corrections on the header will apply to any commodity lines added after the change, but WILL NOT change the accounting for the existing commodities. The original default accounting lines must be corrected for each commodity.

All of the accounting suffix lines are listed on the Direct Voucher Accounting Detail Entry screen (PCHL1809). Press <F6> View Doc to view the first line item on the document. Locate the first Suffix line that is in error. If the More Accounting field contains a 'Y,' you may need to press <F4> Acct to locate the Suffix (SX) line that is in error.

If the first commodity line item does not include the Suffix (SX) line you are correcting, press <F5> to access the next line item. Press <F4> Acct to view additional accounting Suffix lines, if necessary. More than one commodity line may contain the same accounting Suffix line. Correcting it on one commodity line WILL NOT correct it on other commodity lines. You must correct the error in all places where it occurs.

Once the error is located, correct the data by pressing <TAB> to the correct data field(s). Type over the incorrect data, also verifying and correcting dollar amounts, if necessary. Press <F10> to save the corrected accounting Suffix (SX) line.

NOTE: If the corrected Suffix line exists on other commodity lines, the Suffix number on the corrected line will change to the next sequential number based on the total number of Suffix lines on the direct voucher. If a Suffix line is in error and is attached to more than one commodity line, it must be corrected on all commodity lines.

Make all of the corrections on one screen and be sure to save the changes before proceeding to the next screen.

View all commodity lines and view and correct each accounting page within a commodity line to be sure you have not missed any errors.

Continue as above until all errors are corrected. Press <CLEAR> to return to the Direct Voucher Header Entry screen (PCHL1800). Press <F11> View Acct to view the Direct Voucher Accounting Information screen (PCHL1825) again to be sure you located all of the errors. If errors still exist, repeat as directed above.

Continue with the document verification, and post the direct voucher.

Add an Accounting Line

The addition of accounting Suffix lines depends on the existing distribution method entered on the direct voucher. For some changes, it will be necessary to change the existing distribution method. For other changes it will be necessary to make additional changes.

When the Accounting Distribution is 'S' – In order to add an accounting suffix line, you must change the distribution method indicator to 'P' or 'M' depending on the new method of distribution. <TAB> to the Distribution Method field and enter the appropriate indicator. See Section 4.3.2 Direct Voucher Detail Entry – Single/Percentage Accounting Distribution, or 4.3.3 Direct Voucher Detail Entry - Multiple Accounting Distribution for the appropriate accounting entry directions.

When the Accounting Distribution is 'P' – If there are two accounting suffix lines, you can add a third line. <TAB> to the third accounting line directly below Suffix line 02 on the Direct Voucher Header Entry screen (PCHL1800). Enter the new accounting suffix line. <TAB> to the Percent field of each accounting line and redistribute the percentages so the three lines total 100%.

If there are three accounting suffix lines, you can redistribute the percentages, but you cannot add an additional accounting line unless you change the Distribution Method to Multiple

If you want to use the existing accounting lines on all commodities on the direct voucher, you can leave them. The percentage field will be cleared when you save the changed distribution method. Change the Distribution Method indicator to 'M.' Press <F10> to save the change. The system will transfer to the Direct Voucher Accounting Detail Entry screen (PCHL1809). The document is now a Multiple distribution direct voucher. See When the Accounting Distribution is 'M,' later in this section.

If you do not want to use the existing accounting lines on all commodity lines, you must delete them (see Delete an Accounting Line). See Section 4.3.3 Direct Voucher Detail Entry - Multiple Accounting Distribution for directions. You must enter all new accounting information.

When the Accounting Distribution is 'M' – From the Direct Voucher Writing screen (PCHL1800), press <F6> View Doc to view the Direct Voucher Commodity Summary screen (PCHL1820). Determine which commodity line needs the new accounting information. Select the appropriate commodity, and press <F2> Select to access the Direct Voucher Accounting Detail screen (PCHL1809).

Enter the new account code in the first blank accounting line. If necessary, press <F4> Add Line to access the additional Direct Voucher Accounting Detail screen (PCHL1811), and enter the new accounting.

Enter the correct dollar amount for the new accounting line. Redistribute the existing dollar amounts so the total Accounting Amount equals the Total Cost.

Press <F10> to save the addition, then press <F10> again to confirm the addition.

Delete an Accounting Line

Any accounting line can be deleted on an unposted document. There are restrictions based on the accounting distribution method.

Single Distribution Method – Do not delete the accounting line. Change the incorrect data by overtyping the entire line. Press <F10> to save the changes. Press <F10> to confirm the changes. The system will transfer to the Direct Voucher Detail Entry screen (PCHL1810). Press <CLEAR> to return to the Direct Voucher Header Entry screen (PCHL1800). Continue with the document verification, and post the document.

Percentage Distribution Method – If you have three accounting lines, you can delete one of them. If you have only two lines and must delete one, you must also change the distribution method to 'S' (Single). Follow the directions for the Single Distribution Method.

Place the cursor in any accounting data field (i.e., Index, PCA, COBJ) of the Suffix (SX) line you want to delete. Press <F3> to delete the accounting Suffix line, then press <F3> to confirm the deletion. Re-allocate the percentages between the remaining two accounting Suffix lines (must equal 100%). Press <F10> to save the re-allocation, and press <F10> again to confirm the changes. The system will transfer to the Direct Voucher Detail Entry screen (PCHL1810), so press <CLEAR> to return to the Direct Voucher Header Entry screen (PCHL1800). Continue with the document verification, and post the direct voucher.

Multiple Distribution Method – You can delete any number of accounting Suffix lines, but you must also change the accounting dollar amounts so the Estimated Total Amount and the Total Accounting Amount are equal. If you delete an accounting line you entered on the Header (a default accounting Suffix line), deleting it on the header WILL NOT delete it on any of the existing commodity lines. New commodity lines would not contain the deleted accounting Suffix line. You must delete the default accounting Suffix line on every commodity detail line that should not have that accounting.

From the Direct Voucher Header Entry screen (PCHL1800), 'Link to' the Direct Voucher Accounting Detail screen (PCHL1811). Locate the appropriate commodity line item and accounting Suffix line. If the accounting Suffix line to be deleted is attached to a different commodity line, press <F5> Next until you locate the appropriate commodity line. If the accounting Suffix line to be deleted is on the additional Direct Voucher Accounting Detail screen (PCHL1809), press <F4> Acct to transfer and view the additional accounting Suffix lines.

Place the cursor in any accounting data field (i.e., Index, PCA, COBJ) of the Suffix (SX) line you want to delete. Press <F3> to delete the accounting Suffix line. Press <F3> again to confirm the deletion. Re-allocate the dollar Amount to the appropriate remaining accounting Suffix line(s) or add a new line (see Add an Accounting Line earlier in this section).

Press <F10> to save the re-allocation. Press <F10> again to save the changed document. Depending on which screen was used to delete the accounting Suffix line, the system may transfer to another screen. Press <CLEAR> until you return to the Direct Voucher Header Entry screen (PCHL1800).

Continue with the verification of the document, and post the direct voucher.

4.3.6 Verify and Correct Commodity Line on Unposted Direct Voucher

Change Commodity Detail

From the Direct Voucher Header Entry screen (PCHL1800), do one of the following to locate the commodity line that needs to be changed:

- ‘Link to’ the Direct Voucher Detail Entry screen (PCHL1810). Press <F5> Next until you locate the appropriate commodity.
- Press <F6> View Doc to transfer to the Direct Voucher Commodity Summary screen (PCHL1820). Enter an ‘S’ in the Selection column of the commodity to be changed (use <F8> Next Pg if necessary). Press <F2> Select to access the Direct Voucher Detail Entry screen (PCHL1810) for the selected commodity.

Enter the correct data in the same manner you entered the original data, being sure to clear any existing data from the field you are changing.

Press <F10> to save the changes, and press <F10> again to confirm the changes.

Add a Commodity

From the Direct Voucher Header Entry screen (PCHL1800), press <F6> View Doc. The system transfers to the Direct Voucher Commodity Summary screen (PCHL1820). Review the summary to be sure it is necessary to add a commodity.

Place the cursor in the Select field of the first blank line after the last commodity listed on the Direct Voucher Commodity Summary screen (PCHL1820) . Enter an ‘S’ in the Select field and press <F2> Select. The system transfers to the Direct Voucher Detail Entry screen (PCHL1810) if the direct voucher distribution method is ‘S’ or ‘P.’ It transfers to the Direct Voucher Accounting Detail (PCHL1809) if the distribution method is ‘M.’ The line number field will remain blank until you save the new commodity. The system will then generate the next sequential line number.

Adding the new commodity is the same as the initial entry of a commodity. See Section 4.3.2 Direct Voucher Detail Entry – Single/Percentage Accounting Distribution, for single and percentage distribution method direct vouchers. Or see Section 4.3.3 Direct Voucher Detail Entry – Multiple Accounting Distribution, for multiple distribution method direct vouchers.

Delete a Commodity

From the Direct Voucher Header Entry screen (PCHL1800), press <F6> View Doc. The system will transfer to the Direct Voucher Commodity Summary screen (PCHL1820).

Select the commodity line you want to delete. Press <F2> Select to access either the Direct Voucher Detail Entry screen (PCHL1810), or the Direct Voucher Accounting Detail screen (PCHL1809), depending on the distribution method of the direct voucher.

After transferring to the appropriate screen, press <F3> to delete the commodity line. Press <F3> again to confirm the deletion.

4.3.7 Change an Unposted Direct Voucher

Restrictions

You CANNOT change the Department on a direct voucher after the Direct Voucher ID has been generated. If this data must be changed, you must delete the direct voucher, and create a new direct voucher. See Section 4.3.8 Delete an Unposted Direct Voucher. Any other data can be changed if you can <TAB> to the data field.

<TAB> to the appropriate data field and type the new data over the old data. When entering new data, be sure you clear the end of the data field so you do not leave any old data in the field. Press <F10> to save the changes. Read the message line. Press <F10> again, if directed. You can only change and save one screen at a time.

If you change the distribution method, you must also change accounting information. Be sure to read and follow any messages generated by the system. See Section 4.3.5 Verify Accounting and Correcting Accounting Errors on Unposted Direct Voucher.

Changing the Direct Voucher

Access the Direct Voucher Header Entry screen (PCHL1800), change the necessary data, and save the changes by pressing <F10> Save.

- When changing header information, see Section 4.3.1 Direct Voucher Header Entry
- When changing accounting information, see Section 4.3.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Voucher
- When changing commodity detail, see Section 4.3.6 Verify and Correct Commodity Line on Unposted Direct Voucher
- When changing remittance advice information, see Section 4.3.4 Electronic Note Pad Entry for Remittance Advice

NOTE: If you can’t change something you are trying to change, the message line at the bottom of the screen will prompt you.

4.3.8 Delete an Unposted Direct Voucher

To delete an unposted direct voucher, access the Direct Voucher Header Entry screen (PCHL1800), Enter the Direct Voucher ID. Press <ENTER> to retrieve the direct voucher to be deleted.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

4.3.9 Change a Posted Direct Voucher

Direct vouchers cannot be changed in ADPICS. If a direct voucher must be changed, the warrant must be stopped or cancelled in R★STARS, and a new direct voucher must be generated. To request the cancellation of a warrant in R★STARS, you must have the appropriate User Security.

For complete instructions for accessing R★STARS, where to inquire to locate the warrant number, as well as how to request the cancellation of a warrant, see Chapter 12 Interface to R★STARS.

Once the warrant is cancelled, a new direct voucher must be created and posted. See Section 4.3.1 Direct Voucher Data Entry.

4.3.10 Cancel a Posted Direct Voucher

Direct vouchers cannot be cancelled in ADPICS. Instead, the warrant must be stopped or cancelled in R★STARS. To request the cancellation of a warrant in R★STARS, you must have the appropriate User Security.

For complete instructions for accessing R★STARS, where to inquire to locate the warrant number, as well as how to request the cancellation of a warrant, see Chapter 12 Interface to R★STARS.

4.3.11 Release of a Contract Retainage Associated with a Credit Memo

When a credit memo is processed which contains a voucher or direct voucher with contract retainage, the associated retainage payable is not automatically liquidated. Therefore, users will need to do one of the following, after the credit memo is posted:

If the retainage payable needs to be liquidated and the vendor should not be paid, process a direct voucher using Interface Type ‘RX.’ This will be the most common circumstance.

If the retainage payable needs to be liquidated and the vendor should be paid, process a direct voucher using Interface Type ‘RW.’ This would be rare.

If the retainage payable is liquidated and then a subsequent voucher or direct voucher is created for the PO/DPO, then the user will follow the normal procedures for processing retainage (if the vendor is going to be paid, then process a direct voucher using Interface Type ‘RW’; if the vendor is not going to be paid, then process a direct voucher using Interface Type ‘RX’).

4.4 EXCEPTION PROCESSING

Exception processing should only be completed when the document matching rules should be overridden. In most instances, an Advice of Change should be done for the purchase order instead of doing Exception Processing. Updating the purchase order and creating a new invoice and receiving report (if needed) will allow all documents to match quantities and unit costs. This allows for more accurate record keeping.

When doing exception processing, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section	
2	ADPICS Basics
4.1	Invoice Processing
4.2	Voucher Processing
9	General Transaction Features
Appendix A	ADPICS Tables

When an invoice is received from a vendor, the information is entered on an ADPICS invoice data entry screen. This data provides for one component of the two-way or three-way document match for goods or services received.

When purchase orders and direct purchase orders are written, the user must include a Match Type Code. This code indicates whether a two-way or three-way document match or a two-way or three-way line item match is required to generate a voucher. Match Types also include dollar amount and/or percentage tolerance limits (see Section 9.11.2 Match Types and Their Tolerance Levels).

A two-way match is usually used for services, and a three-way match is usually used for goods. The two-way match requires a purchase order (or direct purchase order) and an invoice. The three-way match requires a purchase order (or direct purchase order), an invoice, and a receiving report.

A voucher will be generated when the matching rules are met, based on the Match Type entered on the purchase order. When posted, the voucher will result in an issued warrant, EFT (electronic funds transfer), etc..

Exception Processing allows a voucher to be generated even though the tolerance levels of the matching rules were violated. When all of the required documents are posted, but the tolerance levels are not met, the message line of the Receiving Header Definition screen (PCHL3100) will read DOCUMENT POSTED, VOUCHER NOT GENERATED, MATCHING PROCESS

FAILED. The message line of the Invoice Header Entry screen (PCHL1500) will read IVC POSTED WITH ERROR STATUS DUE TO TOLERANCE FAILURE AT VCHR GEN.

These messages mean a voucher was not generated because the invoice varied from the purchase order by more than the tolerance level percentage and the “pay if under” dollar amount.

When this is the case, users with appropriate security can override the tolerance levels by creating an exception payment. Exception Processing is done on the Exception Processing screen (PCHL1460) for all match types except P1 and P2. These match types are progress payments. Exception processing for progress payments is done on the Exception Processing for Progress Payments screen (PCHL1465).

Exception processing allows you to change the unit cost and to enter an exception quantity less than or equal to the purchase order quantity.

No exceptions are made for accepting quantities greater than the purchase order quantity.

4.4.1 Exception Processing Data Entry

Exception Processing is done on the Exception Processing screen. From the Main Menu (PCHL0000) select <F1> Accounts Payable Menu (PCHL1000), then select <F3> Exception Processing (PCHL1460).

NOTE: When selecting this screen from the Accounts Payable Menu (PCHL1000), it is called Exception Processing. The name of the screen is also Exception Processing. This screen is used for exception processing of all purchase order Match Types except P1 and P2 (progress payments). The screen used to process progress payment exceptions (Match Types P1 and P2) is called Exception Processing Progress Payment on the Accounts Payable Menu (PCHL1000). The name of the screen is also Exception Processing, but the screen number is PCHL1465.

The Invoice Seq and Invoice Number fields on this screen are sometimes confused. The Invoice Number is the Vendor's invoice number. The Invoice Seq is the ADPICS Document ID.

Enter the vendor's invoice number in the Invoice Number field and the Purchase Order ID in the Purchase Order field. Press <ENTER> to retrieve the detail information for the first commodity detail line.

The Invoice Seq (Document ID), Requisition ID and Line No will be retrieved for the first commodity. The Commodity ID and name will also be retrieved, along with the Unit of Measure.

The system calculates the Quantity Remaining open on the purchase order and retrieves the Purchase Order Unit Cost for the commodity. Any PO Discounts are also retrieved, along with any commodity Description.

Enter the quantity of the commodity to be invoiced in the Exception Qty field, and the invoiced unit cost in the Exc Unit Cost field. If the invoice does not include a line item, press <F5> Next to retrieve the next line item.

Enter the invoice discount code in the Ivc Discount field (i.e., NET – net 30 days). This must exist in Miscellaneous Table 57 (PCHL5750). Leave the Discount field blank if there is no discount on the invoice, or if this line item is not included on the invoice.

Leave the Vch State Tax and Vch Local Tax fields blank, as they are not used in Michigan.

When all of the data for the commodity has been entered, press <F10> to save the commodity detail. The system will retrieve the next commodity. The line number will change to 002, and you are ready to enter the next commodity detail.

You must enter data for every line on the purchase order. When the item is not on the invoice, enter '0' in the Exception Qty and Exc Unit Cost fields.

When no more lines exist, the system will retrieve the first commodity line. The message line will read NO MORE DETAIL LINES, DATA ENTRY COMPLETE.

If the invoice includes items not listed on the purchase order, they may be part of another purchase order. You may need to contact the vendor for additional information.

From this screen, you can view any description text included on a line item. This information can be viewed prior to entering the commodity detail, or after data entry is complete.

> **View Commodity Descriptions** – You can view additional blocks of text for the line item specifications, if they exist. The Block No field will indicate how many text blocks are attached to the commodity. Use <F8> Next Blk and/or <F7> Prior Blk to view all of the text blocks. Specifications cannot be modified during exception processing.

After viewing commodity description information, continue with the detail entry.

When all data entry and/or viewing is complete, press <F11> Process.

The system will display the message VOUCHER SUCCESSFULLY GENERATED THROUGH EXCEPTION PROCESS.

The voucher is now ready to be posted. Either you or someone else will have the security to post the voucher. If you have security to post the voucher, press <HOME>. Enter 1410 in the 'Link To' field. Press <F9> Link to access the Voucher Header Entry screen (PCHL1410). The system will retrieve the Voucher ID and all necessary data from the purchase order and exception process. To complete the voucher, see Section 4.2 Voucher Processing.

The Voucher ID can also be found on the Invoice Header Entry screen (PCHL1500) or from the Open Voucher by Department inquiry screen (PCHL1480). You can link to either screen.

> **Locate Voucher ID by Invoice** – To access the Invoice Header Entry screen (PCHL1500) from the Main Menu (PCHL0000), select <F1> Accounts Payable Menu (PCHL1000). From the Accounts Payable Menu, select <F1> Invoice Header Entry (PCHL1500). Enter the Invoice Seq (document ID) and press <ENTER> to inquire. The Voucher ID will be located in the Voucher ID field in the upper right corner of the screen. See 4.2 Voucher Processing.

> **Locate Voucher ID by Inquiry** – To access the Open Voucher by Department screen (PCHL1480) from the Main Menu (PCHL0000), select <F1> Accounts Payable Menu (PCHL1000). From the Accounts Payable Menu select <F5> Accounts Payable Inquiries

Menu (PCHL1600). Select <F4> Open Voucher by Department (PCHL1480). The Department ID defaults based on the User Security. Enter a different Department ID if necessary. Press <ENTER> to retrieve all of the open vouchers for the entered department. Locate the Voucher ID for the Vendor/Purchase Order combination that was exception processed. Use <F8> Next Pg and/or <F7> Prior Pg, if necessary. Enter an ‘S’ in the Select column (between the Vendor Name and Voucher fields) and press <F2> to access the Voucher Header Entry screen (PCHL1410). All necessary data will be system retrieved. See Section 4.2 Voucher Processing.

4.4.2 Exception Process For Progress Payments

Progress Payments are purchase orders with a P1 or P2 Match Type.

Exception processing for progress payments is done on the Exception Processing screen (PCHL1465). From the Main Menu (PCHL0000) select <F1> Accounts Payable Menu (PCHL1000), then select <F4> Exception Processing Progress Payments (PCHL1465).

NOTE: When selecting this screen from the Accounts Payable Menu (PCHL1000), it is named Exception Processing Progress Payment. The name of the screen is Exception Processing. The screen used for exception processing of all other match types is also named Exception Processing, but the screen number is PCHL1460.

The Invoice Seq and Invoice Number fields on this screen are sometimes confused. The Invoice Number is the Vendor's invoice number. The Invoice Seq is the ADPICS document number.

Enter the vendor's invoice number in the Invoice Number field and the Purchase Order ID in the Purchase Order field. Press <ENTER> to retrieve the detail information for the first commodity detail line.

The Invoice Seq (document ID), Requisition ID and Line No will be retrieved for the first commodity. The Commodity ID and name will also be retrieved, along with the Unit of Measure.

The system calculates the dollar amount remaining on the purchase order and places it in the Remaining Balance field.

Enter the exception dollar amount in the Exception Amount field. If the invoice does not include a line item, press <F5> Next to retrieve the next line item.

Leave the Vch Gst and Vch Pst fields blank, as they are tax fields and are not used in Michigan.

When all of the data for the commodity has been entered, press <F10> to save the commodity detail. The system will retrieve the next commodity. The line number will change to 002, and you are ready to enter the next commodity detail.

You must enter data for every line on the purchase order. When the item is not on the invoice, enter '0' in the Exception Amount field.

When no more lines exist, the system will retrieve the first commodity line and the message line will read NO MORE DETAIL LINES, DATA ENTRY COMPLETE.

If the invoice includes items not listed on the purchase order, they may be part of another purchase order. You may need to contact the vendor for complete details.

From this screen, you can view any description text included on a line item. This information can be viewed prior to entering the commodity detail, or after data entry is complete.

> **View Commodity Descriptions** – You can view additional blocks of text for the line item specifications, if they exist. The Block No field will indicate how many text blocks are attached to the commodity. Use <F8> Next Blk and/or <F7> Prior Blk to view all of the text blocks. Specifications cannot be modified during exception processing.

After viewing commodity description information, continue with the detail entry.

When all data entry and/or viewing is complete, press <F11> Process.

The system will display the message VOUCHER SUCCESSFULLY GENERATED THROUGH EXCEPTION PROCESS.

The voucher is now ready to be posted. Either you or someone else will have the security to post the voucher. If you have security to post the voucher, press <HOME>, enter 1410 in the 'Link To' field, and press <F9> Link to access the Voucher Header Entry screen (PCHL1410). The system will retrieve the Voucher ID and all necessary data from the purchase order and exception process. To complete the voucher, see Section 4.2 Voucher Processing.

The Voucher ID can also be found on the Invoice Header Entry screen (PCHL1500), or from the Open Voucher by Department inquiry screen (PCHL1480). You can link to either screen.

> **Locate Voucher ID by Invoice** – To access the Invoice Header Entry screen from the Main Menu (PCHL0000), select <F1> Accounts Payable Menu (PCHL1000). From the Accounts Payable Menu, select <F1> Invoice Header Entry (PCHL1500). Enter the Invoice Seq (document ID) and press <ENTER> to inquire. The Voucher ID will be located in the Voucher ID field in the upper right corner of the screen. See 4.2 Voucher Processing.
>
> **Locate Voucher ID by Inquiry** – To access the Open Voucher by Department screen from the Main Menu (PCHL0000), select <F1> Accounts Payable Menu (PCHL1000). From the Accounts Payable Menu select <F5> Accounts Payable Inquiries Menu (PCHL1600). Select <F4> Open Voucher by Department (PCHL1480). The Department ID defaults based on the User Security. Enter a different Department ID if necessary. Press <ENTER> to retrieve all of the open vouchers for the entered department. Locate the Voucher ID for the Vendor/Purchase Order combination that was exception processed. Use <F8> Next Pg and/or <F7> Prior Pg, if necessary. Enter an 'S' in the Select column (between the Vendor Name and Voucher fields) and press <F2> to access

the Voucher Header Entry screen (PCHL1410). All necessary data will be system retrieved. See Section 4.2 Voucher Processing.

4.5 CREDIT MEMO PROCESSING

When creating credit memos, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section	
2	ADPICS Basics
9	General Transaction Features
Appendix A	ADPICS Tables

When a voucher (standard or direct voucher) has been posted for goods or services that have been received and are then determined to be defective or otherwise unacceptable, and the vendor agrees a credit memo is due, the credit memo subsystem will be used. Since a voucher has already been posted for these goods or services, a warrant has or will be generated for an amount that is greater than what it should be. When a credit memo is posted, the credit memo amount will off-set future payments to be paid to this vendor by the agency creating the credit memo. Since the credit memo will off-set future payments, the PDT (payment distribution type) on the credit memo must be one combining across documents. A credit memo may be created for the total amount of the voucher (credit all) or any portion of the voucher. The accounting for the credit memo will be retrieved from the voucher being credited.

A purchase order is closed in ADPICS when a ‘F’inal voucher is posted or when the purchase order is cancelled. Once a purchase order is closed (‘CLOS’ status), no further transactions may be processed against this purchase order. Therefore, no additional receivers, invoices or vouchers may be created for this purchase order. The credit memo functionality will allow the user to have the option to open the purchase order, allowing further transactions to be created against it. This will change the status on the purchase order from ‘CLOS’ (closed) to ‘PVCH’ (partially vouchered) and allow the user to re-receive, re-invoice and re-voucher the credited items. In addition, the purchase order remaining value and the blanket purchase order remaining value (for release documents) will be increased when applicable. If the user is not going to re-receive the items for a closed purchase order, they will not exercise this option and the purchase order will remain closed. If the purchase order is not closed, or if the purchase order is closed and re-opened, the encumbrance on the purchase order will be re-instated for the credit memo amount.

4.5.1 Credit Memo Header Data Entry

Entry of a vendor’s credit memo (credit for goods or services returned or refused) is done on the Credit Memo Header Entry screen (PCHL1700). From the Main Menu (PCHL0000), select <F1> Accounts Payable Menu (PCHL1000), then select <F7> Credit Memo Header Entry (PCHL1700).

Enter the following data:

Credit Memo ID	Leave blank. When saved, a Credit Memo ID will be system generated. Enter the Credit Memo ID when inquiring.
Doc Type	Either enter the appropriate two-character document type, or press <F2> to select the appropriate document type for this credit memo from the Table Lookup (or see Document Type Table List in Appendix A). If not entered, it will default based on the Credit Memo Document Type entered in the Department Table (PCHL5970). The entered document type must exist in Miscellaneous Table 64 (PCHL5750). See Appendix A.
Eff Date	Will default to the current date. Enter a different effective date if you want the transaction to post to the financial tables in R★STARS on a different day/month/year.
Action Ind	Defaults to ‘N’ (not posted).
CM Date	Enter the date from the vendor’s advice of credit.
Intf Type	When saved, the Interface Type will be retrieved from the voucher/direct voucher. This will create the appropriate voucher credit transaction in R★STARS.
Voucher ID	Enter the Voucher ID for which this credit memo is associated.
Crdt All	Enter a ‘Y’ (yes) if all of the lines on the voucher are to be credited. Enter an ‘N’ if all of the lines are not being credited. When the field is ‘Y,’ all of the detail information will be retrieved from the voucher/direct voucher, and placed on the Credit Memo Detail Entry screen (PCHL1710).
PDT	Either enter the appropriate Payment Disbursement Type (MA, D2, etc.), or press <F2> to select the appropriate PDT from the Table Lookup (must be one that combines across documents, e.g.,

	MA, D2, etc.). PDT determines how transactions should be combined for payment. This code must exist in Miscellaneous Table 66 (PCHL5750). See Appendix A. ~~A direct deposit (EFT) type PDT (e.g., DA) should be used if the vendor's mail code is EFT Ready and user anticipates subsequent EFT payments.~~
Ven Invoice No	When saved, the system retrieves the vendor's invoice number from the voucher.
Open PO	Defaults to 'N' (no) if the purchase order associated with the entered Voucher ID is not closed, or if the entered Voucher ID is a direct voucher. This field remains blank if the purchase order is closed (Status is CLOS). Enter a 'Y' (yes), if you want to open the associated purchase order which has a closed status. This will allow you to re-receive, re-invoice, or re-voucher replacements for the credited items. Enter an 'N' (no), if you do not want to open the closed purchase order. You will not be able to re-receive, re-invoice, or re-voucher the credited items.
PO ID	When saved, the Purchase Order ID associated with the entered Voucher ID is system retrieved. This field will remain blank if a Direct Voucher ID was entered.
Department	Defaults to the user's department number, based on User Security. When saved, it will default to the department number on the associated voucher/direct voucher, if different.
Bank ID	The system retrieves the three-character Bank ID used to identify the ABA (American Banking Association) transit number and bank account number from the voucher being credited. The Bank ID may be changed by overtyping.
Pymt No	After the credit has been issued, the system retrieves the warrant number from the financial system, based on the associated credit offset payment.
Contact	The system retrieves the contact person's name, based on the department ID displayed. This can be changed by overtyping.
Status	Will default to not posted (NOPT) for new credit memos. If using inquiry, will default to current status.

Telephone	The system retrieves the area code and phone number of the contact person, based on the department ID displayed. This can be changed by overtyping.
Ext	The system retrieves the telephone extension of the contact person, based on the department ID displayed. This can be changed by overtyping.
Create	When saved, defaults to the date the credit memo was created.
CM Amount	The system calculates the total dollar amount of the credit memo, based on the detail information entered.
Update	This will be blank for new documents. After saving, the latest update date will be shown.
Vendor ID	When saved, the system retrieves the Vendor ID and Vendor Name from the voucher/direct voucher.
Post	This will be blank for new documents. After posting, the post date will be shown.
Address	When saved, the system retrieves the vendor's Mail Code and Address from the voucher/direct voucher. This can be changed by entering a different Mail Code in the field to the left of the colon, or by pressing <F2> to select a Mail Code from the Table Lookup.
Note	The system displays 'N' because no notes are associated with a new credit memo (will change to 'Y' if you add a note in the note pad, see Section 2.3 Note Pad).
1099	When saved, the system retrieves the 1099 indicator if it was on the voucher.
City	When saved, the system retrieves the vendor's city.
St	When saved, the system retrieves the vendor's state.
Zip	When saved, the system retrieves the vendor's zip code.
Ctry	When saved, the system retrieves the vendor's country.

CM Description	Enter a short credit memo description. Entries in this field will be printed on the remittance advice of the payment that this credit memo offset. This is used to inform the vendor of the credit taken.
Service Date	Will default to the current date. The service date must be on, or before, the final post date (close out date) of the grant or project. Enter a valid service date if the document's accounting includes (or infers) a grant or project that is controlled based on the service date, and the defaulted service date is incorrect.
Freight	Enter any freight charge credits included on the vendor's advice of credit. Freight must have been included on the associated invoice.
Ven CM No	Enter the vendor's credit memo number. This will print on the credit memo document.
FCO	Enter a Fund Control Override code, if fund controls may be overridden. This requires special user security. W – Statewide fund control override A – Agency-wide fund control override
Other Charges	When saved, the system retrieves the Other Charge code(s) and description(s), if other charges were included on the voucher.
Other Charge Amount (to right of Other Charge Code)	Enter the dollar amount of any Other Charges that should be included on the credit memo. Other Charges must have been included on the associated invoice.
Reject Code	Enter a rejection code, or press <F2> to select a Reject Code from the Table Lookup, if desired. This is for informational purposes only. If entered, this code must exist in Miscellaneous Table 58 (PCHL5750). See Appendix A.
Print	Defaults to 'N' (no). If the document is printed by pressing <F12> Print, the system changes the indicator to 'Y' (yes).
Distribution Method	The accounting Distribution Method determines how to divide freight/other charges incurred after the purchase order was generated. Defaults to Distribution Method entered on the associated invoice. A 'D' indicates that the freight and other charges should be divided among the existing accounting classifications. An 'S' indicates that a single account classification code is used for the additional charges. This field will be blank if

the associated document is a direct voucher.

Master Accounting Information When freight and/or other charges are entered on the credit memo, and the Distribution Method is ‘S,’ the account classification code will be retrieved from the associated invoice. This accounting classification code will be credited for freight and other charges. When the Distribution Method is ‘D,’ any freight and other charges entered on the credit memo will be pro-rated among all of the account codes on the voucher or direct voucher. They are shown on the Voucher Accounting Information Summary screen (PCHL1430) or the Direct Voucher Accounting Information Summary screen (PCHL1825). See Section 9.8 Account Distribution Block.

After entering the above data, press <F10> to save the credit memo information. The system will automatically transfer to the Credit Memo Detail Entry screen (PCHL1710) and generate the Credit Memo ID.

- If the Credit All field is ‘N,’ go to 4.5.2 Credit Memo Detail Entry
- If the Credit All field is ‘Y,’ go to 4.5.3 Credit Memo Detail – Credit All

4.5.2 Credit Memo Detail Entry

The Credit Memo Detail Entry screen (PCHL1710) is automatically accessed when the Credit Memo Header Entry screen (PCHL1700) is successfully saved. The Credit Memo ID will be system generated, the Voucher ID will be retrieved, and the Line No will be 001. The cursor will be in the Vch Line No field in preparation for entering the first voucher line number to be credited.

Enter the Voucher Line Number for the first commodity to be credited, or press <F2> Select to access the Voucher Commodity Summary screen (PCHL1450), or the Direct Voucher Commodity Summary screen (PCHL1820). Locate and select the appropriate voucher commodity line. Press <F6> to return the selected Voucher Line Number to the Credit Memo Detail Entry screen (PCHL1710).

Enter the Quantity of the commodity that you want to credit. When the credit is for a progress payment, enter 1.00 in the Quantity field and enter the payment in the Unit Cost field.

NOTE: Be sure you are crediting the correct quantity. If you want to credit 12 and the purchase unit of measure is EA (each), enter 12. If the purchase unit of measure is DZ (dozen), enter 1. You may need to view the Commodity Table Maintenance screen (PCHL5100) to determine the quantity in a specific unit of measure.
Copy any standard specifications (not required) by using the Block function (see Section 9.6 Specifications and Terms Block Function, for detailed instructions). Type the necessary free-form specification text (not required) you want to add for this commodity in the Specification Info field (see Section 9.7 Text Block Function, for detailed instructions).

Press <F10> to save the first commodity credit. The system will clear the screen, the Line number will change to 002, and you are ready to enter the next voucher line.

> **Entering another voucher line** – If you are entering more voucher line credits, repeat the Credit Memo Detail Entry steps as presented above. After saving each entry, the Line number will increase by 1.
>
> **Not entering additional voucher lines** – If you have completed the voucher line credit entry, press <CLEAR> to return to the Credit Memo Header Entry screen (PCHL1700).

Before posting the credit memo, do the following:

- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or Section 9.6 Specifications and Terms Block Function
- Add additional remittance advice information, see Section 4.5.4 Electronic Note Pad Entry for Credit Memo Remittance Advice

- Verify the line item data entry, see Section 4.5.5 Verify and Correct Commodity Line on Unposted Credit Memo

After attaching terms, verifying the commodity detail, and adding any necessary notes, you must post the credit memo.

Post the credit memo by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P’ and the credit memo is complete.
- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an ‘A.’ The credit memo has entered the appropriate approval path, based on department, document/document type, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).
- If there are posting errors and you have the authority to post the credit memo, (e.g., Index inactivated in mid-year and voucher/direct voucher has old Index), the Action Indicator will change to ‘E’ and the message line will read, Edit Errors in R★STARS, Cannot Post. You must view the accounting summary to determine the error(s). See View Accounting, later in this section. The error(s) must be corrected in R★STARS.
- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, you must re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the credit memo Action Indicator field is ‘P’ and the Status field is POST, the document is complete.

Posted Credit Memos cannot be unposted, changed, deleted, or cancelled. If the credit should not have been made, a direct voucher can be created to offset the credit memo. Follow your agency’s established procedures in this situation.

View Accounting

To view the accounting detail, press <F11> Vw Acct from the Credit Memo Header Entry screen (PCHL1700), or the Credit Memo Detail Entry screen (PCHL1710). The system will transfer to the Credit Memo Accounting Information Summary (PCHL1725).

The Credit Memo Accounting Information Summary screen displays all of the accounting lines attached to the document. When the Distribution Method of the voucher or direct voucher is 'M' (Multiple), each accounting suffix (SX) line displays the total dollar amount allocated to that suffix from all commodities on the credit memo that include the accounting suffix line.

When an accounting error has occurred during posting of the Credit Memo, the system displays an 'E' (error) in the S (selection) field, next to the suffix with the error.

You must view the error message screen to determine the problem.

To view the error message for the error(s), view the first accounting error by typing an 'S' over the 'E' in the Selection field. Press <F2> Select to transfer to the Split Transaction Information Summary screen (PCHL2133) for split transactions, or to the Error Message screen (PCHL2130) for single transactions.

Split transactions – View the split transactions for the selected accounting line. The split transaction(s) with an accounting error is indicated with an 'E' in the Selection column. View the first accounting error by typing an 'S' over the first 'E' in the Selection field. Press <F2> Select to transfer to the Error Message screen (PCHL2130). Go to Single transactions below.

Single transactions – Read the Error Code and Message. The screen displays error messages generated by R★STARS when it attempts to credit and debit the appropriate funds for the requested item(s).

All of the messages listed for one suffix (accounting line) pertain to that suffix only, and are usually successive. For example, if the messages "Invalid Obj/Gl Combo" and "Obj Not Included 28B" are listed, it would mean there is an invalid Object Code (COBJ) / General Ledger (GL) combination, and the Object Code does not exist in R★STARS profile 28B. In other words, the COBJ may have been changed or is no longer valid.

NOTE: If you don't know what an error means, you may need to access the appropriate R★STARS profile to determine the correction (see Section 12 Interfaces to R★STARS). If you still can't locate the error, see your accountant.

Once you have determined the type of error, you should <CLEAR> to the Credit Memo Accounting Information Summary screen (PCHL1725).

Repeat the above procedures for each additional line containing an error. <CLEAR> to the Credit Memo Header Entry screen (PCHL1700). The errors must be corrected in R★STARS before the Credit Memo can be posted. Access the appropriate R★STARS profile to make the necessary corrections (see Section 12 Interfaces to R★STARS). If you can’t correct the error(s), see your accountant.

4.5.3 Credit Memo Detail Entry – Credit All

The Credit Memo Detail Entry screen (PCHL1710) is automatically accessed when the Credit Memo Header Entry screen (PCHL1700) is successfully saved. When the Credit All field of the Credit Memo Header Entry screen (PCHL1700) contains a 'Y,' the Credit Memo ID, Line number, Commodity ID, commodity name, Voucher ID, Voucher Line number, Quantity Credited, Purchase Unit of Measure, Unit Cost, and Total Cost will be retrieved for the first line item on the voucher. The cursor will be in the Vch Line No field.

Verify that the data is correct. If you do not want to credit all of the items on the commodity line, enter the correct quantity in the Quantity Credited field and clear the end of the field. Press <F10> to save the change. Press <F10> again to confirm the change.

Copy any standard specifications (not required) by using the Block function (see Section 9.6 Specifications and Terms Block Function, for detailed instructions). Type and save the necessary free-form specification text (not required) you want to add for this commodity in the Specification Info field (see Section 9.7 Text Block Function, for detailed instructions).
Press <F5> to view the next voucher commodity line.

Repeat the above procedures for each commodity line. When you have viewed and/or updated all of the commodity lines, press <CLEAR> to return to the Credit Memo Header Entry screen (PCHL1700).

Before posting the credit memo, do the following:

- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or Section 9.6 Specifications and Terms Block Function
- Add additional remittance advice information, see Section 4.5.4 Electronic Note Pad Entry for Credit Memo Remittance Advice
- Verify the line item data entry, see Section 4.5.5 Verify and Correct Commodity Line on Unposted Credit Memo

After attaching terms, verifying the commodity and accounting detail, and adding any necessary notes, you must post the credit memo.

Post the credit memo by entering a 'P' in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a 'P' and the credit memo is complete.

- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an ‘A.’ The credit memo has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors (e.g., Index inactivated in mid-year and voucher/direct voucher has old Index), the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must view the accounting summary to determine the error(s). See View Accounting, later in this section. The error(s) must be corrected in R★STARS.

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the credit memo Action Indicator field is ‘P’ and the Status field is POST, the document is complete.

Posted Credit Memos cannot be unposted, changed, deleted, or cancelled. If the credit should not have been made, a direct voucher can be created to offset the credit memo. Follow your agency’s established procedures in this situation.

View Accounting

To view the accounting detail, press <F11> Vw Acct from the Credit Memo Header Entry screen (PCHL1700), or the Credit Memo Detail Entry screen (PCHL1710). The system will transfer to the Credit Memo Accounting Information Summary (PCHL1725).

The Credit Memo Accounting Information Summary screen displays all of the accounting lines attached to the document. When the Distribution Method of the voucher or direct voucher is ‘M’ (Multiple), each accounting suffix (SX) line displays the total dollar amount allocated to that suffix from all commodities on the credit memo that include the accounting suffix line.

When an accounting error has occurred during posting of the Credit Memo, the system displays an ‘E’ (error) in the S (selection) field, next to the suffix with the error.

You must view the error message screen to determine the problem.

To view the error message for the error(s), view the first accounting error by typing an ‘S’ over the ‘E’ in the Selection field. Press <F2> Select to transfer to the Split Transaction Information

Summary screen (PCHL2133) for split transactions, or to the Error Message screen (PCHL2130) for single transactions.

Split transactions – View the split transactions for the selected accounting line. The split transaction(s) with an accounting error is indicated with an 'E' in the Selection column. View the first accounting error by typing an 'S' over the first 'E' in the Selection field. Press <F2> Select to transfer to the Error Message screen (PCHL2130). Go to Single transactions below.

Single transactions – Read the Error Code and Message. The screen displays error messages generated by R★STARS when it attempts to credit and debit the appropriate funds for the requested item(s).

All of the messages listed for one suffix (accounting line) pertain to that suffix only, and are usually successive. For example, if the messages "Invalid Obj/Gl Combo" and "Obj Not Included 28B" are listed, it would mean there is an invalid Object Code (COBJ) / General Ledger (GL) combination, and the Object Code does not exist in R★STARS profile 28B. In other words, the COBJ may have been changed or is no longer valid.

NOTE: If you don't know what an error means, you may need to access the appropriate R★STARS profile to determine the correction (see Section 12 Interfaces to R★STARS). If you still can't locate the error, see your accountant.

Once you have determined the type of error, you should <CLEAR> to the Credit Memo Accounting Information Summary screen (PCHL1725).

Repeat the above procedures for each additional line containing an error. <CLEAR> to the Credit Memo Header Entry screen (PCHL1700). The errors must be corrected in R★STARS before the Credit Memo can be posted. Access the appropriate R★STARS profile to make the necessary corrections (see Section 12 Interfaces to R★STARS). If you can't correct the error(s), see your accountant.

4.5.4 Electronic Note Pad Entry for Credit Memo Remittance Advice

The invoice number, voucher number, and voucher description will print on the remittance advice. When a credit memo offsets a payment, the credit memo number will print on the remittance advice as the current document number. The credit memo description will also print on the remittance advice. To include any other credit memo information on the remittance advice, you must enter the information on the Electronic Note Pad (PCHL9100) of the credit memo before posting. The Remittance Advice is included with the vendor's warrant. Only enter information on the credit memo note pad that you want the vendor to see.

To enter additional remittance advice information on the Credit Memo Header Entry screen (PCHL1700), press <HOME>. Enter NOTE in the 'Link To' field. Press <F9> Link. The system will access the Electronic Note Pad screen (PCHL9100).

Enter the credit memo note. See Section 2.3 Note Pad for complete Electronic Note Pad instructions.

Press <F10> to save the note pad data. Press <CLEAR> to return to the Credit Memo Header Entry screen (PCHL1700). The Note field contains a 'Y' to indicate there is a note attached.

4.5.5 Verify and Correct Commodity Line on Unposted Credit Memo

Change Commodity Detail

From the Credit Memo Header Entry screen (PCHL1700), do one of the following to locate the commodity line that needs to be changed:

- Press <F10> Save to access the Credit Memo Detail Entry screen (PCHL1710). Press <F5> Next until you locate the appropriate commodity.

- Press <F6> View Doc to transfer to the Credit Memo Commodity Summary screen (PCHL1720). Enter an ‘S’ in the Selection column of the commodity to be changed (use <F8> Next Pg if necessary). Press <F4> Vw Detl to access the Credit Memo Detail Entry screen (PCHL1710) for the selected commodity.

Enter the correct data in the same manner you entered the original data, being sure to clear any existing data from the field you are changing.

Press <F10> to save the changes, and press <F10> again to confirm the changes.

Add a Commodity

From the Credit Memo Header Entry screen (PCHL1700), press <F6> View Doc. The system transfers to the Credit Memo Commodity Summary screen (PCHL1720). Review the summary to be sure it is necessary to add a commodity.

Place the cursor in the Select field of the first blank line after the last commodity listed on the Credit Memo Commodity Summary screen (PCHL1720) . Enter an ‘S’ in the Select field and press <F4> Vw Detl. The system transfers to the Credit Memo Detail Entry screen (PCHL1710). The line number field will remain blank until you save the new commodity. The system will then generate the next sequential line number.

Adding the new commodity is the same as the initial entry of a commodity. See Section 4.3.2 Credit Memo Detail Entry.

Delete a Commodity

From the Credit Memo Header Entry screen (PCHL1700), press <F6> View Doc. The system will transfer to the Credit Memo Commodity Summary screen (PCHL1720).

Select the commodity line you want to delete.

Press <F4> Vw Detl to access the Credit Memo Detail Entry screen (PCHL1710).

Press <F3> to delete the commodity line. Press <F3> again to confirm the deletion.

4.5.6 Change an Unposted Credit Memo

Restrictions

You CANNOT change data that was retrieved from the voucher or direct voucher, except the Bank ID, PDT, Vendor Mail Code, Contact Name, Phone, and Quantity (also Unit Cost for progress payments). Data that was entered (or could be entered) during the creation of the credit memo can also be changed.

<TAB> to the appropriate data field and type the new data over the old data. When entering new data, be sure you clear the end of the data field so you do not leave any old data in the field. Press <F10> to save the changes. Read the message line. Press <F10> again, if directed. You can only change and save one screen at a time.

When changing data, be sure to read and follow any messages generated by the system.

Changing the Credit Memo

Access the Credit Memo Header Entry screen (PCHL1700), change the necessary data, and save the changes by pressing <F10> Save.

- When changing header information, see Section 4.5.1 Credit Memo Header Entry
- When changing commodity detail, see Section 4.5.5 Verify and Correct Commodity Line on Unposted Credit Memo

NOTE: If you can’t change something you are trying to change, the message line at the bottom of the screen will prompt you.

4.5.7 Delete an Unposted Credit Memo

To delete an unposted credit memo, access the Credit Memo Header Entry screen (PCHL1700), Enter the Credit Memo ID. Press <ENTER> to retrieve the credit memo to be deleted.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

4.5.8 Change a Posted Credit Memo

Posted Credit Memos cannot be changed in ADPICS. If a credit memo must be changed, the transaction must be stopped or cancelled in R★STARS (or follow your agency's procedures), and a new credit memo must be generated. Credit memos are offsets against future payments. Therefore, the warrant that includes the credit must be cancelled or stopped. To request the cancellation of a credit memo transaction in R★STARS, you must have the appropriate User Security.

For complete instructions for accessing R★STARS, where to inquire to locate the warrant number, as well as how to request the cancellation of a warrant, see Chapter 12 Interface to R★STARS.

Once the warrant is cancelled, a new credit memo must be created and posted. See Section 4.5.1 Credit Memo Header Data Entry.

4.5.9 Cancel a Posted Credit Memo

Credit memos cannot be cancelled in ADPICS. Instead, the warrant that includes the payment offset must be stopped or cancelled in R★STARS (or follow your agency’s procedures). To request the cancellation of a warrant in R★STARS, you must have the appropriate User Security.

For complete instructions for accessing R★STARS, where to inquire to locate the warrant number, as well as how to request the cancellation of a warrant, see Chapter 12 Interface to R★STARS.

4.5.10 Print a Credit Memo

Printing a Credit Memo is done on the Credit Memo Header Entry screen (PCHL1700). From the Main Menu (PCHL0000), select <F1> Accounts Payable Menu (PCHL1000), then select <F7> Credit Memo Header Entry.

Enter the Credit Memo ID of the document that you want to print. Press <ENTER> to retrieve the Credit Memo.

Press <F12> Print. The Print Indicator will change to ‘Y’ (yes), and the Credit Memo will be printed at the printer assigned to your PC/terminal.

4.5.11 Credit Memos for a Voucher/Direct Voucher with Contract Retainage

When a credit memo is processed which contains a voucher or direct voucher with contract retainage, the associated retainage payable is not automatically liquidated. Therefore, users will need to do one of the following, after the credit memo is posted:

- If the retainage payable needs to be liquidated and the vendor should not be paid, process a direct voucher using Interface Type 'RX.' This will be the most common circumstance.

- If the retainage payable needs to be liquidated and the vendor should be paid, process a direct voucher using Interface Type 'RW.' This would be rare.

- If the retainage payable is liquidated and then a subsequent voucher or direct voucher is created for the PO/DPO, then the user will follow the normal procedures for processing retainage (if the vendor is going to be paid, then process a direct voucher using Interface Type 'RW'; if the vendor is not going to be paid, then process a direct voucher using Interface Type 'RX').

4.6 TRAVEL AUTHORIZATION/ADVANCE PROCESSING (Enhanced Travel A)

Note: Sections 4.6 and 4.7 describe processes for Enhanced Travel A only.

When creating travel authorizations or advances, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section

2	ADPICS Basics
9	General Transaction Features
Appendix	Tables

Travel Authorizations/Advances are approvals to incur travel expenses in the pursuit of State business. A travel authorization/advance may be monetary or non-monetary. Often a traveler will be requesting to both engage in business travel and to receive a payment prior to the trip to defray expenses. If a prior payment is issued, this constitutes a monetary travel authorization which is commonly referred to as a travel advance. A travel advance creates a receivable in R★STARS which is liquidated when the traveler completes the trip and files a report requesting expense reimbursement. If the traveler spent more than the advance, additional reimbursement is provided. If the traveler spent less than the advance, the excess of advanced funds must be deposited with the State.

In some cases a traveler would like permission to travel in furtherance of State business, but does not require, or is not, according to policy, eligible for an advance payment. When no advance payment is issued, the transaction is referred to as a non-monetary travel authorization. An estimate of anticipated expenses is still required, but no warrant is issued, and no financial receivable is created in R★STARS. Such a traveler would complete an after trip report claiming reimbursement for all appropriate and allowable expenses.

To access the Travel Auth/Adv Header Entry screen (PCHL1605) from the Main Menu (PCHL0000), select <F1> Accounts Payable Menu. From the Accounts Payable Menu (PCHL1000), select <F10> Travel Menu. From the Travel Menu (PCHL1601), select <F6> Travel Auth/Adv Header Entry (PCHL1605).

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4.6.1 Travel Auth/Adv Header Data Entry

Data Entry Instructions:

Travel Auth/Adv ID	Leave blank. The Travel Auth/Adv ID will be system generated when saved.
Doc Type	Enter the appropriate document type. Press <F2> to select the appropriate document type for this travel authorization from the Table Lookup, or see Document Type Table List in Appendix A. If not entered, it will default to 'TA.' The entered Document Type must exist in Miscellaneous Table 64 (PCHL5750). See Appendix A.
Eff Date	Will default to the current date although the effective date can be changed.
Action Ind	Defaults to 'N' (not posted).
Intf Type	Defaults to 'TA' (travel advance This code must exist in the Interface Type Table (PCHL5650). See Appendix A.
Due Date	Enter the date the payment is due for the travel advance. This date must be greater than, or equal to, the current date.
PDT	Enter a Payment Distribution Type, or use <F2> to select from the Table Lookup. PDT determines how transactions will be combined for payment. The PDT defaults when the document is saved, if it exists in the Vendor Table Inquiry screen (PCHL5200) for the associated vendor ID and mail code. If entered, this code must exist in Miscellaneous Table 66 (PCHL5750). See Appendix A. A direct deposit (EFT) type PDT (e.g., DA) should be used ~~if the vendor's mail code is EFT Ready. A non-EFT type PDT (e.g., MA) can be used with a vendor (whether or not the vendor/mail code is EFT ready)~~ except when issuing a manual warrant, e.g., when a warrant number is keyed in on the transaction.
DMI	Defaults to 'R'.' Change the Disbursement Method Indicator, if necessary, or use <F2> to select from the Table Lookup. For

	direct deposits (EFT payments) this must be ‘R’ (regular). DMI indicates the method of payment to a vendor. For direct deposits (EFT payments) this must be ‘R’ (regular). If entered, this code must exist in Miscellaneous Table 65 (PCHL5750). See Appendix A.
Bank ID	Enter the three character Bank ID, used to identify the ABA (American Banking Association) transit number and bank account number. This field defaults to ‘000.’ This field must exist in the R★STARS D56 Bank ID Profile, and the user must have security access.
Pymnt No	If this is a Manual payment (DMI = M), enter the number associated with the manual warrant; otherwise leave blank.
Department	Defaults to the user’s department number, based on User Security. Change if necessary. This can only be changed if the Travel Auth/Adv ID has not been generated.
Department Name	The system retrieves the department name, based on the department ID entered.
Note	Defaults to ‘N’ because there are no notes attached to a new travel authorization/advance (changes to ‘Y’ if you add a note on the note pad).
Contact	The system retrieves the contact person’s name for the department. Can be changed by overtyping.
Status	Will default to not posted (NOPT) for a new travel authorization/advance. If using inquiry, will default to current status.
Telephone	Defaults to the area code and phone number of the contact person for the department. Can be changed by overtyping.
Ext	Defaults to the telephone extension of the contact person for the department, if there is one. Can be changed by overtyping.
Create	When saved, defaults to the date the travel authorization/advance was created.
Amount	The total amount of the travel authorization/advance will be

displayed after the accounting details have been entered.

Remaining	This will be blank for new documents. The system will calculate and display the dollar amount of the travel advance which has not been liquidated.
Update	The document's latest update date will be displayed.
Vendor ID	Enter the Vendor ID. For travelers the vendor ID will normally be the person's Social Security Number preceded by the prefix '3.' Employees are confidential vendors, therefore vendor IDs cannot be selected from the Vendor Name Inquiry.
Vendor Name	The system retrieves the traveler name, based on the vendor ID entered.
Post	This will be blank for new documents. After posting, the date the transaction posted to the financial tables will be shown.
Mail Code (blank space after 'Address')	Enter the three-character vendor mail code (to select a vendor mail code, see Section 9.3 Vendor Mail Code Selection).
Address	When saved, the system retrieves the traveler's address based on the vendor ID and mail code entered.
Service Date	Will default to the current date. The service date must be on, or before, the final post date (close out date) of the grant or project. Enter a valid service date if the document's accounting includes (or infers) a grant or project that is controlled based on the service date, and the defaulted service date is incorrect.
Open Advance Ind	Defaults to 'Y.' Change to 'N' if the system should not perform an edit to determine whether there are outstanding travel advances for the vendor ID displayed.
City	When saved, the system retrieves the traveler's city, based on the vendor ID and mail code entered.
State	When saved, the system retrieves the traveler's state, based on the vendor ID and mail code entered.
Zip	When saved, the system retrieves the traveler's zip code, based on

	the vendor ID and mail code entered.
Ctry	When saved, the system retrieves the three-digit country code, based on the vendor ID and mail code entered.
Description	Enter up to a 30-character travel advance description.
Advance Type	Enter ‘T’ (temporary) or ‘P’ (permanent) for a monetary travel advance. Enter ‘N’ (None) if this is a non-monetary travel authorization.
Purpose Code	Enter a travel purpose code to identify the reason for travel (e.g., conference, meeting). You can use <F2> to select from the Table Lookup. This must exist on the Travel Purpose Table (PCHL1650). See Appendix A.
Purpose Description	The system retrieves the purpose description, based on the purpose code entered.
Depart Date	Enter the date the traveler expects to depart.
Depart Time	Enter the time (HH:MM) the traveler expects to depart.
Depart Time AM/PM	Enter AM or PM.
Return Date	Enter the date the traveler expects to return. This date must be greater than or equal to the departure date.
Return Time	Enter the time (HH:MM) the traveler expects to return.
Return Time AM/PM	Enter AM or PM.
FCO	Enter a Fund Control Override code if fund controls may be overridden. A ‘W’ indicates a Statewide fund control override, and an ‘A’ indicates agency-wide fund control override. This requires special user security.
1099	Leave blank (Not used for travel processing at this time).
Expedite Proc Req	Enter a ‘Y’ (yes) to request expedited processing, or an ‘N’ (no) when expedited processing is not necessary.

Expedite Reason Code	Enter a two-digit reason code if expedited processing is requested. You can use <F2> to select from the Table Lookup. This code must exist in Miscellaneous Table 'RC' (PCHL5750). See Appendix A. (Required if Expedite Proc Req is 'Y').
Expedite Reason Description	The system retrieves the description of the reason for the expedite request, based on the expedite reason code entered.

After entering the above data, press <F10> to save the Travel Auth/Adv Header information.

The system will automatically access the Travel Auth/Adv Detail Entry screen (PCHL1610).

- For Travel Authorizations/Advances with up to ten accounting lines, see Section 4.6.2 Travel Auth/Adv Detail Entry

- For Travel Authorizations/Advances with more than ten accounting lines, see Section 4.6.3 Travel Auth/Adv Detail Entry - Extended Accounting

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4.6.2 Travel Authorization/Advance Detail Entry

The system will automatically access the Travel Auth/Adv Detail Entry screen (PCHL1610) and the Travel Auth/Adv ID will be system generated. This screen will accept up to ten lines of accounting detail (account coding blocks) for each travel auth/adv. If you have more than ten accounting lines, see Section 4.6.3 Travel Auth/Adv Detail Entry – Extended Accounting.

Enter up to ten accounting lines to be charged for the travel advance (see Section 9.8 Account Distribution Block for data field information). Enter the dollar amount to be associated with each accounting line.

NOTE: Your agency probably has a separate Index and PCA combination(s) that is to be used for all travel advances.

Press <F10> to save the accounting information. The system will display the message, RECORD SAVED.

Press <CLEAR> to return to the Travel Auth/Adv Header Entry screen (PCHL1605).

Before posting the travel auth/adv, do the following:

- Verify the accounting, see Section 4.6.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Auth/Adv.

- Add any necessary notes in the note pad, see Section 4.6.4 Electronic Note Pad Entry for Remittance Advice.

- If a travel advance payment is not required, change the Interface Type to ‘XX,’ and press <F10> to save the change, if not changed during document creation. Travel Authorizations with this interface type (non-monetary) will not post in R★STARS and a payment will not be issued.

After verifying the accounting detail, and adding any necessary notes, you must post the travel auth/adv.

Post the travel auth/adv by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P’ and the travel auth/adv is complete.

- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an ‘A.’ The direct voucher has entered the appropriate approval path, based on department, document, and initiating department (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the travel auth/adv again. To correct the accounting errors, see Section 4.6.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Auth/Adv (if necessary, consult with accounting staff within your department).

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the travel auth/adv Action Indicator field is ‘P’ and the Status field is POST, a voucher payable in R★STARS now exists (unless the interface type was changed to ‘XX’ to indicate a non-monetary travel authorization). The data entry of the travel auth/adv is complete.

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4.6.3 Travel Authorization/Advance Detail Entry – Extended Accounting

When the Travel Auth/Adv Header is saved, the system will automatically access the Travel Auth/Adv Detail Entry screen (PCHL1610) and the Travel Auth/Adv ID will be system generated. This screen will accept up to ten lines of accounting detail (account coding blocks) for each travel auth/adv. If you have one to ten accounting lines, see Section 4.6.2 Travel Auth/Adv Detail Entry. If you have more than ten accounting lines, see below.

Enter up to the first ten accounting lines to be charged for the travel advance (see Section 9.8 Account Distribution Block for data field information). Enter the dollar amount to be associated with each accounting line entered.

NOTE: Your agency probably has separate Index and PCA combinations that are to be used for all travel advances.

Press <F10> to save the entered accounting information.

Press <F4> Acct to access the Extended Travel Auth/Adv Detail Entry screen (PCHL1611). Notice that the accounting line(s) entered on PCHL1610 transfer to PCHL1611.

Enter the remaining accounting lines and dollar amounts for the travel auth/adv.

Press <F10> to save the entry.

NOTE: Ten accounting lines can be entered on the Travel Auth/Adv Detail Entry screen (PCHL1610), and up to 12 lines can be entered on each page of the Extended Travel Auth/Adv Detail Entry screen (PCHL1611). A total of 99 accounting lines can be entered for one travel auth/adv. If you need to enter more than 12 lines on PCHL1611, press <F10> to save the current page. Then press <F8> to access the next page, and continue.

When all of the accounting lines are entered and saved, press <CLEAR> to return to the Travel Auth/Adv Detail Entry screen (PCHL1610). Notice that the More Accounting field now contains a ‘Y’ because you entered additional accounting for this travel auth/adv. Also, the Current Detail Accounting Amount field contains the total dollar amount of all accounting lines.

Press <CLEAR> to return to the Travel Auth/Adv Header Entry screen (PCHL1605).

Before posting the travel auth/adv, do the following:

- Verify the accounting, see Section 4.6.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Auth/Adv.
- Add any necessary notes in the note pad, see Section 4.6.4 Electronic Note Pad Entry for Travel Advance Remittance Advice.
- If a travel advance payment is not required, change the Interface Type to 'XX,' and press <F10> to save the change, if not changed during document creation. Travel Authorizations with this interface type (non-monetary) will not post in R★STARS and a payment will not be issued.

After verifying the accounting detail, and adding any necessary notes, you must post the travel auth/adv.

Post the travel auth/adv by entering a 'P' in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a 'P' and the travel auth/adv is complete.
- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an 'A.' The travel auth/adv has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).
- If there are posting errors, the Action Indicator will change to 'E' and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the travel auth/adv again. To correct the accounting errors, see Section 4.6.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Auth/Adv (if necessary, consult with accounting staff within your department).
- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the travel auth/adv Action Indicator field is 'P' and the Status field is POST, a voucher payable in R★STARS now exists (unless you changed the interface type to 'XX' to indicate a non-monetary travel auth/adv). The data entry of the travel auth/adv is complete.

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4.6.4 Electronic Note Pad Entry for Travel Advance Remittance Advice

The Travel Auth/Adv ID and travel description will print on the remittance advice. To include any other information on the remittance advice, you must enter the information on the Electronic Note Pad (PCHL9100) of the travel auth/adv before posting. The remittance advice is included with the traveler’s warrant. Only enter information on the travel auth/adv note pad that you want the traveler to see.

To enter remittance advice information from the Travel Auth/Adv Header Entry screen (PCHL1605), press <HOME>. Enter NOTE in the ‘Link To’ field. Press <F9> Link. The system will access the Electronic Note Pad screen (PCHL9100).

Enter the travel advance note. See Section 2.3 Note Pad for complete Electronic Note Pad instructions.

Press <F10> to save the note pad data. Press <CLEAR> to return to the Travel Auth/Adv Header Entry screen (PCHL1605). Notice that the Note field now contains a ‘Y’ to indicate there is a note attached.

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4.6.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Authorization/Advance

View Accounting

To view the accounting detail, press <F11> View Acct from the Travel Auth/Adv Header Entry screen (PCHL1605), the Travel Auth/Adv Detail Entry screen (PCHL1610), or the Extended Travel Auth/Adv Detail Entry screen (PCHL1611). The system will transfer to the Travel Advance Accounting Information Summary screen (PCHL1625).

The Travel Auth/Adv Accounting Information Summary screen displays all of the accounting detail attached to the travel auth/adv.

When an accounting error has occurred during posting of a travel auth/adv, the system displays an ‘E’ (error) in the S (selection) field of the Travel Auth/Adv Accounting Information Summary screen (PCHL1625).

You can view the errors and make the necessary corrections on the travel auth/adv before re-posting it.

No accounting errors – If the document contains no accounting errors, press <CLEAR> to return to the appropriate travel auth/adv screen. Continue with any additional document verification, then post the travel auth/adv. If no errors exist and the line is selected, the Error Message screen (PCHL2130) will be blank when accessed.

Travel auth/adv contains accounting errors – If the document contains one or more errors, view the first accounting error by typing an ‘S’ over the first ‘E’ in the Selection field. Press <F2> - Select to transfer to the Split Transaction Information Summary screen (PCHL2133) for split transactions or to the Error Message screen (PCHL2130) for single transactions. If no errors exist and the line is selected, an error message is displayed and processing stops.

Split transactions – View the split transaction for the selected accounting line. The split transaction(s) with an accounting error is indicated with an ‘E’ in the Selection column. View the first accounting error by typing an ‘S’ over the first ‘E’ in the Selection field. Press <F2> - Select to transfer to the Error Message screen (PCHL2130). See Single transactions below.

Single transactions – Read the Error Code and Message. The screen displays error messages generated by R★STARS when it attempts to expend funds for the travel advance.

All of the messages listed for one Suffix (accounting line) pertain to that suffix only, and are usually successive. For example, if the messages “Invalid Obj/GL Combo” and “Obj Not Included 28B” are listed, it would mean that there is an invalid Object Code (COBJ) / General Ledger (GL) combination, and the Object Code does not exist in R★STARS Profile 28B. In other words, you may have entered the wrong COBJ. It could be a simple typing error, or it could be a valid COBJ, but not valid in combination with the rest of the accounting line.

NOTE: If you do not know what an error means, you may need to access the appropriate R★STARS profile to determine the correction (see Section 12.0 Interfaces to R★STARS). If you still cannot locate the error, consult with accounting staff within the agency.

Once you have determined the type of error, you should <CLEAR> to the Travel Auth/Adv Accounting Information Summary screen (PCHL1625). Look at the Suffix (SX) line(s) containing the error(s) to verify the correction(s) that should be made.

Repeat the above procedures for each line that contains an error. <CLEAR> to the Travel Auth/Adv Header Entry screen (PCHL1605) and correct the error(s). See Correct Accounting Errors, below.

Correct Accounting Errors

After determining the accounting errors, follow the section below to correct the errors.

Press <F10> Save from the Travel Auth/Adv Header Entry screen (PCHL1605) to access the Travel Auth/Adv Detail Entry screen (PCHL1610). Locate the first suffix line that is in error. If the ‘More Accounting’ field contains a ‘Y,’ you may need to press <F4> Acct to locate the suffix (SX) line that is in error (use <F8>, if necessary).

Once the error is located, correct the data by pressing <TAB> to the correct data field(s). Type over the incorrect data, also verifying and correcting dollar amounts, if necessary. Press <F10> to save the correction(s). Press <F10> again to verify the correction(s).

Make all of the corrections on one screen and be sure to save the changes before proceeding to the next screen.

Continue as above until all errors are corrected. Press <CLEAR> to return to the Travel Auth/Adv Header Entry screen (PCHL1605). Press <F11> View Acct to view the Travel Auth/Adv Accounting Information Summary screen (PCHL1625) again to be sure you located all of the errors. If errors still exist, repeat as directed above.

Continue with the document verification, and post the travel auth/adv.

Add an Accounting Line

From the Travel Auth/Adv Header Entry screen (PCHL1605), press <F10> Save to access the Travel Auth/Adv Detail Entry screen (PCHL1610). Enter the new account code in the first blank accounting line. If the More Accounting field contains a 'Y,' press <F4> Acct to access the Extended Travel Auth/Adv Detail Entry screen (PCHL1611), to locate the first blank line (use <F8> Next Pg, if necessary) and enter the new accounting.

Enter the correct dollar amount for the new accounting line. Redistribute the existing dollar amounts, if necessary. The system will calculate the new current detail accounting amount.

Press <F10> to save the addition, then press <F10> again to confirm the addition.

Delete an Accounting Line

Any accounting detail line can be deleted on an unposted document. You can delete any number of accounting Suffix lines and redistribute the existing dollar amounts, if necessary.

From the Travel Auth/Adv Header Entry screen (PCHL1605), press <F10> to access the Travel Auth/Adv Detail Entry screen (PCHL1610). Locate the appropriate accounting suffix line to be deleted. If the accounting suffix line to be deleted is on the Extended Travel Auth/Adv Detail screen (PCHL1611), press <F4> Acct (and if necessary <F8> Next Pg) to view the accounting suffix line(s) to be deleted.

Place the cursor in any accounting data field (e.g., Index, PCA, COBJ) of the suffix (SX) line you want to delete. Press <F3> to delete the accounting suffix line. Press <F3> again to confirm the deletion. Re-allocate the dollar amounts, if necessary, or add a new line (see Add an Accounting Line earlier in this section).

Press <F10> to save the re-allocation. Press <F10> again to save the changed document. Repeat the above steps for each accounting line to be deleted. Press <CLEAR> until you return to the Travel Auth/Adv Header Entry screen (PCHL1605).

Continue with the verification of the document, and post the Travel Auth/Adv.

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4.6.6 Change an Unposted Travel Authorization/Advance

Restrictions

You CANNOT change the Department on a travel auth/adv after the Travel Auth/Adv ID has been generated. If this data must be changed, you must delete the travel auth/adv, and create a new travel auth/adv. See Section 4.6.7 Delete an Unposted Travel Auth/Adv. Any other data can be changed if you can <TAB> to the data field.

<TAB> to the appropriate data field and type the new data over the old data. When entering new data, be sure you clear the end of the data field so you do not leave any old data in the field. Press <F10> to save the changes. Read the message line. Press <F10> again, if directed. You can only change and save one screen at a time.

Be sure to read and follow any messages generated by the system. See Section 4.6.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Auth/Adv.

Changing the Travel Authorization /Advance

Access the Travel Auth/Adv Header Entry screen (PCHL1605), change the necessary data, and save the changes by pressing <F10> Save.

- When changing header information, see Section 4.6.1 Travel Auth/Adv Header Data Entry
- When changing accounting information, see Section 4.6.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Auth/Adv
- When changing remittance advice information, see Section 4.6.4 Electronic Note Pad Entry for Travel Advance Remittance Advice

NOTE: If you can’t change something you are trying to change, the message line at the bottom of the screen will prompt you.

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4.6.7 Delete an Unposted Travel Authorization/Advance

To delete an unposted travel auth/adv, access the Travel Auth/Adv Header Entry screen (PCHL1605). Enter the Travel Auth/Adv ID. Press <ENTER> to retrieve the travel auth/adv to be deleted.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

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4.6.8 Change a Posted Travel Authorization/Advance

Posted travel authorizations/advances cannot be changed in ADPICS. If a travel auth/adv must be changed, and was posted to R★STARS, the payment must be canceled in R★STARS. To request the cancellation of a payment in R★STARS, you must have the appropriate User Security.

For complete instructions for accessing R★STARS, where to inquire to locate the payment number, as well as how to request the cancellation of a payment, see Chapter 12 Interface to R★STARS.

Once the payment is canceled, a new travel auth/adv can be created and posted. See Section 4.6.1 Travel Auth/Adv Header Data Entry.

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4.6.9 Cancel a Posted Travel Authorization/Advance

Posted travel authorizations/advances cannot be canceled in ADPICS. If a travel auth/adv must be canceled, and was posted to R★STARS, payment must be canceled in R★STARS. To request the cancellation of a payment in R★STARS, you must have the appropriate User Security.

For complete instructions for accessing R★STARS, where to inquire to locate the payment number, as well as how to request the cancellation of a payment, see Chapter 12 Interface to R★STARS.

Once the payment is canceled, a new travel auth/adv must be created and posted. See Section 4.6.1 Travel Auth/Adv Header Data Entry.

4.7 TRAVEL VOUCHER PROCESSING (Enhanced Travel A)

Note: Sections 4.6 and 4.7 describe processes for Enhanced Travel A only.

When creating travel vouchers, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section

2	ADPICS Basics
4.6	Travel Auth/Adv Processing
9	General Transaction Features
Appendix	Tables

Travel Vouchers are payments for travel expenses incurred in the pursuit of State business.
If a travel advance is issued, a receivable to the State is created in R★STARS. This receivable is liquidated when the employee completes the trip and files a report requesting expense reimbursement. If the employee spent more than the advance, additional reimbursement is provided. If the employee spent less than the advance, the excess of funds advanced must be deposited with the State.

When no travel advance payment is issued, the employee would complete an after trip report claiming reimbursement for all appropriate and allowable expenses.

To access the Travel Voucher Header Entry screen (PCHL1900) from the Main Menu (PCHL0000), select <F1> Accounts Payable Menu. From the Accounts Payable Menu (PCHL1000), select <F10> Travel Menu. From the Travel Menu (PCHL1601), select <F8> Travel Voucher Header Entry (PCHL1900).

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4.7.1 Travel Voucher Header Data Entry

Data Entry Instructions:

Travel Voucher ID	Leave blank. The Travel Voucher ID will be system generated when saved.
Doc Type	Enter the appropriate document type. Press <F2> to select the appropriate document type for this travel voucher from the Table Lookup, or see Document Type Table List in Appendix A. If not entered, it will default to 'TV.' The entered Document Type must exist in Miscellaneous Table 64 (PCHL5750). See Appendix A.
Eff Date	Will default to the current date although the effective date can be changed.
Action Ind	Defaults to 'N' (not posted).
Intf Type	Defaults to 'TV' (travel voucher). Change if necessary (use <F2> to select from the Table Lookup). This code must exist in the Interface Type Table (PCHL5650). See Appendix A.
Due Date	Enter the date the payment is due for the travel voucher. This date must be greater than, or equal to, the current date.
PDT	Enter a Payment Distribution Type-, or use <F2> to select from the Table Lookup. PDT determines how transactions will be combined for payment. The PDT defaults if it exists in the Vendor Table Inquiry screen (PCHL5200) for the associated vendor ID and mail code. This can be changed by over typing, if necessary. This code must exist in Miscellaneous Table 66 (PCHL5750). See Appendix A. A direct deposit (EFT) type PDT (e.g., DA) should be used~~ if the vendor's mail code is EFT Ready. A non-EFT type PDT (e.g., MA) can be used with a vendor (whether or not the vendor/mail code is EFT ready)~~ except when issuing a manual warrant, e.g., when a warrant number is keyed in on the transaction.
DMI	Defaults to 'R'. Change the Disbursement Method Indicator, if necessary, or use <F2> to select from the Table Lookup. DMI is

	used to determine the method of payment to a vendor ('M' is not allowed for travel vouchers using taxable rate codes). For direct deposits (EFT payments) this must be 'R' (regular). If entered, this code must exist in Miscellaneous Table 64 (PCHL5750). See Appendix A.
Bank ID	Enter the three character Bank ID, used to identify the ABA (American Banking Association) transit number and bank account number. This field defaults to '000.' This field must exist in the R★STARS D56 Bank ID Profile, and the user must have security access.
Pymnt No	If this is a Manual payment (DMI is M), enter up to a nine-character warrant number. Otherwise, leave it blank.
Travel Auth/Adv ID	Enter the Travel Auth/Adv ID associated with this trip, if a temporary travel advance was issued, or when a permanent travel advance is being liquidated. You can use <F2> to select a Travel Auth/Adv ID from the Traveler Travel Auth/Adv Summary screen (PCHL1660), if the Vendor ID field is entered. This will give you a list of travel advances for the employee. You may select and <F6> return the Travel Auth/Adv ID. If you then press <ENTER>, the travel data from the selected travel advance will be retrieved.
Open Advance Ind	Defaults to 'Y.' Change to 'N' if the system should not perform an edit to determine whether there are outstanding travel advances for the vendor ID displayed.
Department	Defaults to the user's department number, based on User Security. Change if necessary. This must exist in the Department Table (PCHL5970). The number can only be changed if the Travel Voucher ID has not been generated.
Department Name	The system retrieves the department name, based on the department ID entered.
Note	Defaults to 'N' because there are no notes attached to a new travel voucher (changes to 'Y' if you add a note on the note pad).
Contact	The system retrieves the contact person's name for the department. This can be changed by overtyping, if necessary.
Status	Will default to not posted (NOPT) for a new travel voucher. If

	using inquiry, will default to current status.
Telephone	The system retrieves the area code and phone number of the contact person for the department. This can be changed by overtyping, if necessary.
Ext	The system retrieves the four-digit telephone extension of the contact person for the department. This can be changed by overtyping, if necessary.
Create	When saved, defaults to the date the travel voucher was created.
Voucher Amount	The total amount of the travel voucher will be displayed after the accounting details have been entered.
Update	The document's latest update date will be displayed.
Vendor ID	Enter the Vendor ID. For travelers, the vendor ID will normally be the person's Social Security Number preceded by the prefix '3.' The system retrieves the vendor's name based on the Vendor ID entered. Employees are confidential vendors, therefore vendor IDs cannot be selected from the Vendor Name Inquiry. The Vendor ID is retrieved from the Travel Auth/Adv Header Entry screen (PCHL1605), if a Travel Auth/Adv ID is entered.
Vendor Name	The system retrieves the traveler's name, based on the vendor ID entered.
Post	This will be blank for new documents. After posting, the date the transaction posted to the financial tables will be shown.
Mail Code (blank space after 'Address')	Enter the three-character vendor mail code (to select a vendor mail code, see Section 9.3 Vendor Mail Code Selection). The Mail Code is retrieved from the Travel Auth/Adv Header screen (PCHL1605), if a Travel Auth/Adv ID is entered.
Address	When saved, the system retrieves the traveler's address based on the vendor ID and mail code entered.
Service Date	Will default to the current date. The service date must be on, or before, the final post date (close out date) of the grant or project. Enter a valid service date if the document's accounting includes (or infers) a grant or project that is controlled based on the service

date, and the defaulted service date is incorrect.

Description	Enter up to a 30-character travel voucher description, which is used to further describe the travel voucher. The description is retrieved from the Travel Auth/Adv Header screen (PCHL1605), if a Travel Auth/Adv ID is entered.
City	When saved, the system retrieves the vendor's city, based on the vendor ID and mail code entered.
St	When saved, the system retrieves the vendor's state, based on the vendor ID and mail code entered.
Zip	When saved, the system retrieves the vendor's zip code, based on the vendor ID and mail code entered.
Ctry	When saved, the system retrieves the vendor's country code, based on the vendor ID and mail code entered.
Depart Date	The system retrieves the traveler's depart date from the travel advance, if a Travel Auth/Adv ID is entered. This can be changed by overtyping, if necessary. Enter the date the traveler departed, if there is no Travel Auth/Adv ID.
Return Date	The system retrieves the traveler's return date from the travel advance, if a Travel Auth/Adv ID is entered. This can be changed by overtyping, if necessary. Enter the date the traveler returned, if there is no Travel Auth/Adv ID.
Duplicate Edit Ind	When saved , the system displays a 'Y' (Yes) or 'N' (No) to indicate whether or not the traveler already has a travel voucher that falls within the range of the currently displayed depart and return dates. Change to 'N' if the system should not perform an edit to determine where the traveler already has a travel voucher that falls within the displayed depart and return dates.
FCO	Enter a Fund Control Override code if fund controls may be overridden. A 'W' indicates Statewide fund control override, and an 'A' indicates agency-wide fund control override. This requires special user security.
1099	Leave blank (Not used for travel processing at this time).

After entering the above data, press <F10> to save the travel voucher header information.

The system will automatically access the Travel Voucher Detail Entry screen (PCHL1910).

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4.7.2 Travel Voucher Detail Entry

The system will automatically access the Travel Voucher Detail Entry screen (PCHL1910). The Travel Voucher ID will be system generated and the Line No will be 001 in preparation for entering the first travel line item. If the From location or accounting information has been defined for the traveler on the Traveler Master Table screen (PCHL1620), they will be system retrieved.

Travel Information Entry

Enter a travel location code in the From field, to indicate where the travel originated, or use <F2> to select the Table Lookup. If the From location code was retrieved, it can be changed by overtyping, if necessary. For vicinity mileage, use the Vicinity code. If the location does not exist in the Table Lookup, use the appropriate code for Generic location.

Enter a travel location code in the To field, to indicate where the travel terminated, or use <F2> to select from the Table Lookup. For vicinity mileage, use the Vicinity code . If the location does not exist in the Table Lookup, use the appropriate code for Generic location.

The system will retrieve the From and To location descriptions and the number of Miles, based on the From/To location codes entered. If Vicinity or Generic codes are entered in the From/To fields, the number of miles traveled must be entered.

Enter a Rate Code to identify the travel rates (e.g., meals, hotel, transportation), or use <F2> to select from the Table Lookup. The Rate Code Description, Rate Amount, COBJ, and Miles will be retrieved, based on the rate code entered. The Rate Amount can be changed by overtyping, if necessary (can be increased only if the user has override capability).

Travel expenses may be subject to Federal income taxes, based on the From/To location codes and/or rate code entered, as well as time of day meal constraints.

The Date field defaults to the departure date of the trip entered on the Travel Voucher Header Entry screen (PCHL1900). This may be overtyped if travel expenses are being entered for each individual day. If a date is entered, it should be the date the expenses were incurred. If summary entry is being utilized, then it may be necessary to enter a date other than the date expenses were incurred in order to avoid the T099 edit.

The No of Days field defaults to one day. If the travel reimbursement line number covers more than one day, change the number of days by overtyping.

Enter the traveler's Departure time (HH:MM) and Return time indicating AM or PM after each time. When the No of Days field is greater than '1,' enter 12:00 AM and 11:59 PM.
Enter up to a 30-character description of the travel expense in the Travel Desc field (optional). This field is required when the From/To combination does not exist in the Travel Point to Point Mileage Table (PCHL1645).

Enter a 'P' (percentage) in the Pct/Amt if accounting will be based on percentages, or enter an 'A' (amount) if the accounting will be based on dollar amounts (defaults to 'A'). This determines whether percentages or actual amounts will be entered for each accounting line. When accounting lines are retrieved from the Traveler Master Table, this field will contain a 'P.'

Enter the travel Purpose Code which identifies the reason for travel (e.g., conference, meeting), or use <F2> to select from the Table Lookup . The system will retrieve a purpose code description.

NOTE: The Miles, Rate Amount, Depart time, and Return time fields can be changed by overtyping, if necessary. If any of these fields are changed to values that exceed the limits, or if a From and To Location Code combination is entered that does not exist in the Travel Point to Point Mileage Table (PCHL1645), the Audit Flag will change to 'Y.' After saving the travel voucher line, the message line will read, 'RECORD SAVED, VOUCHER FLAGGED FOR AUDIT.'

Press <F10> to save the travel information. When the line information is saved, the system will calculate and display the total travel expense amount in the Tot Amt field, based on the travel rate code, miles, and number of days entered.

NOTE: Saving the entry now will let you know what the total cost is for this travel line. You will then be able to distribute the correct dollar amount among the accounting lines when using the accounting Amount method. The Total Amount and Current Detail Accounting Amount must be equal.

Accounting Entry

This screen will accept up to nine lines of accounting detail (account coding blocks) for each travel voucher line item. Enter up to nine accounting lines to be charged for the travel voucher (see Section 9.8 Account Distribution Block for data field information). If the accounting information has previously been established for the vendor ID entered on the header, the accounting information will be system retrieved. Retrieved accounting information can be changed by overtyping, if necessary. At least one accounting line is required.

Enter the dollar amount, or percent (must total 100%), to be applied to each account code combination entered, or retrieved.

Press <F10> to save the information for this line number. The system will clear the screen and generate Line No ‘002’ in preparation for data entry of the next line item.

- To add additional line items, repeat the Travel Information Entry above
- If you must enter more than nine lines of accounting for this line item, or the More Accounting field displays a ‘Y,’ see Section 4.7.3 Travel Voucher Detail Entry – Extended, for additional accounting entry instructions

When all data has been entered and saved for all line items, press <CLEAR> .

Before posting the travel voucher, do the following:

- Verify the accounting, see Section 4.7.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Voucher
- Add any necessary notes in the note pad, see Section 4.7.4 Electronic Note Pad Entry for Travel Voucher Remittance Advice

After verifying the accounting detail, and adding any necessary notes, you must post the travel voucher.

Post the travel voucher by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P’ and the travel voucher is complete.
- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an ‘A.’ The travel voucher has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).
- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the travel voucher again. To correct the accounting errors, see Section 4.7.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Voucher (if necessary, consult with accounting staff within your department).

Once the travel voucher Action Indicator field is ‘P’ and the Status field is POST, a voucher payable in R★STARS now exists. The data entry of the travel voucher is complete.

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4.7.3 Extended Travel Voucher Detail Entry

Up to nine accounting lines to be used for the payment of a travel voucher can be entered on the Travel Voucher Detail Entry screen (PCHL1910). If additional accounting lines are needed, press <F10> to save the first nine lines of accounting information entered on PCHL1910.

Press <F4> Acct to access the Extended Travel Voucher Detail Entry screen (PCHL1911). Notice that the accounting line(s) entered on PCHL1910 transfer to PCHL1911.

Enter the remaining accounting lines and dollar amounts for the travel voucher.

Press <F10> to save the entries.

NOTE: Nine accounting lines can be entered on the Travel Voucher Detail Entry screen (PCHL1910), and up to 12 lines can be entered on each page of the Extended Travel Voucher Detail Entry screen (PCHL1911). A total of 99 accounting lines can be entered for one travel voucher. If you need to enter more than 12 lines on PCHL1911, press <F10> to save the current page. Then press <F8> to access the next page, and continue.

When all of the accounting lines are entered and saved, press <CLEAR> to return to the Travel Voucher Detail Entry screen (PCHL1910). Notice that the More Accounting field now contains a ‘Y’ because you entered additional accounting lines for this travel voucher. Also, the Current Detail Accounting Amount field contains the total dollar amount of all accounting lines.

Before posting the travel voucher, do the following:

- Verify the accounting, see Section 4.7.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Vouchers

- Add any necessary notes in the note pad, see Section 4.7.4 Electronic Note Pad Entry for Travel Voucher Remittance Advice

After verifying the accounting detail, and adding any necessary notes, you must post the travel voucher.

Post the travel voucher by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P’ and the travel voucher is complete.

- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an ‘A.’ The travel voucher has entered the appropriate approval path, based on department, document, and initiating department (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the travel voucher again. To correct the accounting errors, see Section 4.7.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Vouchers (if necessary, consult with accounting staff within your department).

Once the travel voucher Action Indicator field is ‘P’ and the Status field is POST, a voucher payable in R★STARS now exists. The data entry of the travel voucher is complete.

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4.7.4 Electronic Note Pad Entry for Travel Voucher Remittance Advice

The travel voucher ID will print on the remittance advice. To include any other information on the remittance advice, you must enter the information on the Electronic Note Pad (PCHL9100) of the travel voucher before posting. The remittance advice is included with the vendor's warrant. Only enter information on the travel voucher note pad that you want the vendor to see.

To enter remittance advice information from the Travel Voucher Header Entry screen (PCHL1900), press <HOME>. Enter NOTE in the 'Link To' field. Press <F9> Link. The system will access the Electronic Note Pad screen (PCHL9100).

Enter the travel voucher note. See Section 2.3 Note Pad for complete Electronic Note Pad instructions.

Press <F10> to save the note pad data. Press <CLEAR> to return to the Travel Voucher Header Entry screen (PCHL1900). Notice that the Note field now contains a 'Y' to indicate there is a note attached.

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4.7.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Voucher

View Accounting

To view the accounting detail, press <F11> Vw Acct from the Travel Voucher Header Entry screen (PCHL1900), the Travel Voucher Detail Entry screen (PCHL1910), or the Extended Travel Voucher Detail Entry screen (PCHL1911).

Press <F11> Vw Acct from one of the above screens to access the Travel Voucher Accounting Information Summary screen (PCHL1925), or the Travel Auth/Adv Accounting Information Summary screen (PCHL1625), if the error is a liquidation error. The system retrieves the accounting summary record associated with the travel voucher ID, or referenced Travel Auth/Adv ID. These screens display all of the accounting detail attached to the travel voucher, or travel authorization.

When an accounting error has occurred during the posting of a travel voucher, the system displays an 'E' (error) in the S (selection) field of the Travel Voucher Accounting Information Summary screen (PCHL1925).

You can view the errors and make the necessary corrections on the travel voucher before re-posting your travel voucher.

No accounting errors – If the document contains no accounting errors, press <CLEAR> to return to the appropriate travel voucher screen. Continue with any additional document verification, then post the travel voucher. If no errors exist and the line is selected, the Error Message screen (PCHL2130) will be blank when accessed.

Travel voucher contains accounting errors – If the document contains one or more errors, view the first accounting error by typing an 'S' over the first 'E' in the Selection field. Press <F2> Select to transfer to the Split Transaction Information Summary screen (PCHL2133) for split transactions or to the Error Message screen (PCHL2130) for single transactions. If no errors exist and the line is selected, an error message is displayed and processing stops.

Split transactions – View the split transaction for the selected accounting line. The split transaction(s) with an accounting error is indicated with an 'E' in the Selection column. View the first accounting error by typing an 'S' over the first 'E' in the Selection field. Press <F2> Select to transfer to the Error Message screen (PCHL2130). See Single transactions below.

Single transactions – Read the Error Code and Message. The screen displays error messages generated by R★STARS when it attempts to expend funds for the travel voucher.

All of the messages listed for one Suffix (accounting line) pertain to that suffix only, and are usually successive. For example, if the messages “Invalid Obj/GL Combo” and “Obj Not Included 28B” are listed, it would mean that there is an invalid Object Code (COBJ) / General Ledger (GL) combination, and the Object Code does not exist in R★STARS profile 28B. In other words, you may have entered the wrong COBJ. It could be a simple typing error, or it could be a valid COBJ, but not valid in combination with the rest of the accounting lines.

NOTE: If you do not know what an error means, you may need to access the appropriate R★STARS profile to determine the correction (see Section 12.0 Interfaces to R★STARS). If you still cannot locate the error, consult with accounting staff within the agency.

Once you have determined the type of error, you should <CLEAR> to the Travel Voucher Accounting Information Summary screen (PCHL1925). Look at the Suffix (SX) line(s) containing the error(s) to verify the correction(s) that should be made.

Repeat the above procedures for each line that contains an error. <CLEAR> to the Travel Voucher Header Entry screen (PCHL1900), and press <F10> save to go to the PCHL1910 screen and correct the error(s). If more than one page of accounting suffix lines exist, press <F8> to view the next page. See Correct Accounting Errors, below.

Correct Accounting Errors

After determining the accounting errors, follow the appropriate steps below to correct the errors.

If Nine or Less Lines of Accounting

All of the accounting suffix lines are on the Travel Voucher Detail Entry screen (PCHL1910). <TAB> to the suffix line that is in error, and enter (overtype) the correct data.

If More Than Nine Lines of Accounting

If the More Accounting field contains a ‘Y,’ you may need to press <F4> Acct to access the Extended Travel Voucher Detail Entry screen (PCHL1911) locate the suffix (SX) line that is in error. Make all of the corrections on one screen and be sure to save the changes before proceeding to the next screen.

Press <F10> to save the correction(s). Press <F10> again to verify the correction(s).

Continue as above until all errors are corrected. Press <CLEAR> to return to the Travel Voucher Header Entry screen (PCHL1900). Press <F11> Vw Acct to view the Travel Voucher Accounting Information Summary screen (PCHL1925) again to be sure you located all of the errors.

Continue with the document verification, and post the travel voucher. If errors still exist when attempting to post the document, repeat as directed above.

Add an Accounting Line

From the Travel Voucher Header Entry screen (PCHL1900), press <F10> Save to access the Travel Voucher Detail Entry screen (PCHL1910). Enter the new account code in the first blank accounting line. If the More Accounting field contains a 'Y,' press <F4> Acct to access the Extended Travel Voucher Detail Entry screen (PCHL1911). Press <F8> Next Pg if necessary and enter the new accounting.

> Enter the correct dollar amount for the new accounting line. Redistribute the existing dollar amounts, if necessary. The system will calculate the new current detail accounting amount. Press <F10> to save the addition, then press <F10> again to confirm the addition.

Delete an Accounting Line

Any accounting detail line can be deleted on an unposted document. You can delete any number of accounting Suffix lines. Redistribute the existing dollar amounts if necessary.

From the Travel Voucher Header Entry screen (PCHL1900), press <F10> to access the Travel Voucher Detail Entry screen (PCHL1910). Locate the appropriate accounting suffix line. If the accounting suffix line to be deleted is on the Extended Travel Voucher Detail screen (PCHL1911), press <F4> Acct (and if necessary <F8> Next Pg) to view the accounting suffix line(s) to be deleted.

Place the cursor in any accounting data field (e.g., Index, PCA, COBJ) of the suffix (SX) line you want to delete. Press <F3> to delete the accounting suffix line. Press <F3> again to confirm the deletion. Re-allocate the dollar amounts, if necessary, or add a new line (see Add an Accounting Line earlier in this section). Press <F10> to save the re-allocation. Press <F10> again to confirm the changed document. Continue until all of the accounting lines to be deleted are processed.

Press <CLEAR> until you return to the Travel Voucher Header Entry screen (PCHL1900), and continue with the verification of the document. Post the travel voucher.

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4.7.6 Change an Unposted Travel Voucher

Restrictions

You CANNOT change the Department on a travel voucher after the Travel Voucher ID has been generated. If this data must be changed, you must delete the travel voucher, and create a new travel voucher. See Section 4.7.7 Delete an Unposted Travel Voucher. Any other data can be changed if you can <TAB> to the data field.

<TAB> to the appropriate data field and type the new data over the old data. When entering new data, be sure you clear the end of the data field so you do not leave any old data in the field. Press <F10> to save the changes. Read the message line. Press <F10> again, if directed. You can only change and save one screen at a time.

Be sure to read and follow any messages generated by the system. See Section 4.7.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Vouchers.

Changing the Travel Voucher

Access the Travel Voucher Header Entry screen (PCHL1900), change the necessary data, and save the changes by pressing <F10> Save.

- When changing header information, see Section 4.7.1 Travel Voucher Header Data Entry
- When changing accounting information, see Section 4.7.5 Verify Accounting and Correct Accounting Errors on Unposted Travel Vouchers
- When changing remittance advice information, see Section 4.7.4 Electronic Note Pad Entry for Travel Voucher Remittance Advice

NOTE: If you can’t change something you are trying to change, the message line at the bottom of the screen will prompt you.

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4.7.7 Delete an Unposted Travel Voucher

To delete an unposted travel voucher, access the Travel Voucher Header Entry screen (PCHL1900). Enter the Travel Voucher ID. Press <ENTER> to retrieve the travel voucher to be deleted.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

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4.7.8 Change a Posted Travel Voucher

Travel vouchers cannot be changed in ADPICS. If a travel voucher must be changed, and was posted to R★STARS, the payment must be canceled in R★STARS. To request the cancellation of a payment in R★STARS, you must have the appropriate User Security.

For complete instructions for accessing R★STARS, where to inquire to locate the payment number, as well as how to request the cancellation of a payment, see Chapter 12 Interface to R★STARS.

Once the payment is canceled, a new travel voucher must be created and posted. See Section 4.7.1 Travel Voucher Header Data Entry.

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4.7.9 Cancel a Posted Travel Voucher

Travel vouchers cannot be canceled in ADPICS. If a travel voucher must be canceled, and was posted to R★STARS, the payment must be canceled in R★STARS. To request the cancellation of a payment in R★STARS, you must have the appropriate User Security.

For complete instructions for accessing R★STARS, where to inquire to locate the payment number, as well as how to request the cancellation of a payment, see Chapter 12 Interface to R★STARS.

Once the payment is canceled, a new travel voucher must be created and posted.

See Section 4.7.1 Travel Voucher Header Data Entry.